

think
productive



Stress-busting

Productivity Workshops

that reveal your inner Ninja

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**It was well thought out,
practical and the best use
of my time I have had in a
training session in years.**

”

Ronan Gillen // Ebay

The mission



In the age of information overload, traditional time management techniques don't cut it anymore. Everyone in the office feels like they'll never be on top of their workload, as the work keeps coming. Inboxes are a stressful domain and schedules are full of meetings, both of which are often taking more time than needed.

Don't let yourself or your staff be part of the 1 in 5 people off work for stress this year. Start thinking like a Productivity ninja.

Our Productivity Ninjas will teach you ways that you can stress less and achieve more at work. They will come into your office, teach highly-effective productivity techniques to your team, and sit at each individual's desk to help them implement these techniques into their own routine.

Success and efficiency comes through managing attention, rather than time. Let us take you to the new age of inbox zero, a happier email culture, productive meetings and a real work-life balance.

Why we're different

Since we were founded by best-selling author Graham Allcott in 2009, our range of practical, human and straight-to-the-point workshops have been transforming the productivity of leading companies and organizations around the world.

At-desk coaching

Our ninjas sit at the desks of each participant and implement the techniques they've taught during workshops to ensure that real change happens straight away.

For 'Getting Your Inbox to Zero', people actually GET their inboxes to zero by the end of the 3 hours - not just talk about it.

Blended learning

We see learning as a process that happens from the moment your team receive their invite to the workshop, right through to the weeks and months afterwards. We offer an email follow-up service to help make sure the learning sticks, and are always available to answer any questions from your team.

Passionate about productivity

Our global community of Productivity Ninjas are frequently discussing and experimenting with ways that you can be even more productive. We love sharing our own experiences with a full range of different tools – between us, we know all the best tips and tricks for Outlook, Gmail, PC, Mac, pen and paper, iPhone, Android and the vast array of apps on the market.



How we can help

In-House Workshops

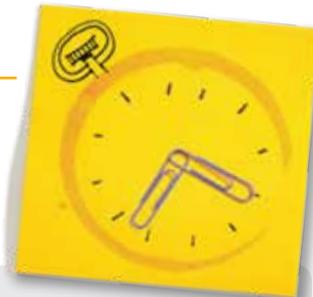
Our In-House Workshops are specially tailored to helping organisations improve their efficiency, work practice and, ultimately, staff happiness. These sessions are split between training room input and our unique at-desk coaching, where we help your team to implement the changes straight away.

Stress Less, Achieve More

Spend a day learning the tips, tricks and tools for getting more done in less time, and with less stress.

By the end of the day, you'll know how to manage:

- Attention
- Focus
- Projects
- Actions
- Priorities
- Decisions



Format: 6 hours
Breakdown:

- 3 hours in the training room
- 3 hours of at-desk coaching

Maximum delegates: 15

How to be a Productivity Ninja

A 90 minute express session learning the ways of a Productivity Ninja

You will learn:

- Time Management is dead
- How to keep zen-like calm
- How to beat procrastination
- How to manage your attention
- How to replace demoralising lists
- How to be ruthless



Format: 1.5 hours
Breakdown:

- 1.5 hour seminar with discussion and action planning

Maximum delegates: Unlimited

Getting Your Inbox to Zero

Discover the secrets to having a clear inbox every day and reduce the stress of email overload.

By the end of the workshop, you will:

- Have no emails in your inbox
- Feel less stressed
- Know the secret to keeping on top of your emails



Format: 3 hours
Breakdown:

- 1.5 hours in the training room
- 1.5 hours of at-desk coaching

Maximum delegates: 15

”
An eye-opener and a great framework for managing the pressures of life.

Giles Cousin // University of Bristol

Email Etiquette

Work better as a team, end the email overload culture and stop email taking up 41% of your day.

You will learn about:

- Productive and unproductive emails
- Your bad email habits
- Constructive and deconstructive powers of CC and BCC
- Writing clear and effective emails
- How your team uses email
- The impact of poor email communication



Format: 3 hours
Breakdown:

- 1 hour in the training room
- 1 hour of at-desk coaching
- 1 hour group work

Maximum delegates: 15

Making Meetings Magic

Stop meetings being a pointlessly long-winded waste of time, and make them fresh, impactful, action-orientated, productive and fun.

You will learn:

- How a good chair can facilitate action
- The power of the 40-20-40 principle
- How everything from seating arrangements to visual aids can transform your meeting
- How to avoid pointless meetings forever
- How to be more active in a meeting
- How to deal with unsaid politics
- The financial and productivity cost of meetings



Format: 3 hours

Breakdown:

- 1 hour in the training room
- 1 hour of at-desk coaching
- 1 hour group work

Maximum delegates: 15

One-to-One Productivity Consultancy for Business Leaders

Arrange for one of our senior ninjas to spend a day with you in your office and help you to organise all areas of your workflow. We also follow up with you two weeks later.

We will help you with:

- Email management
- Decision-making
- Procrastination
- Prioritisation
- Working smarter with your PA



Format: 1.5 days

Breakdown:

- One day of at-desk coaching
- Half-day follow up two weeks later

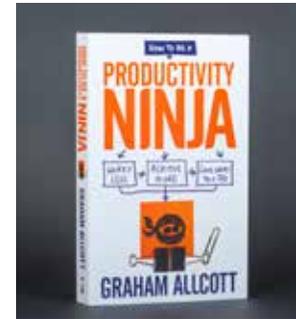
Maximum delegates: 1-2

Live virtual workshops

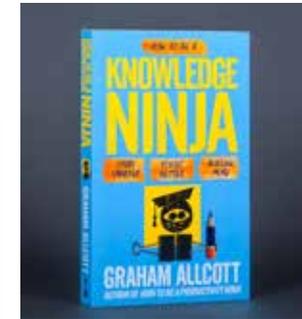
Our In-House workshops can be held as Live Virtual Workshops. To find out more, get in touch:
hello@thinkproductive.co.uk / +44 (0)1273913217

Books by Graham Allcott

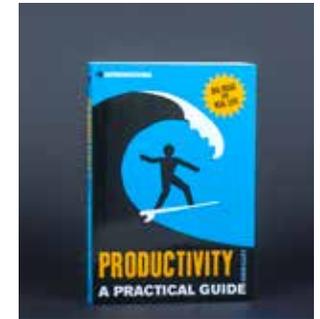
Graham's books build on from what we teach in our workshops. Don't let yourself forget what you've learnt.



How to be a Productivity Ninja



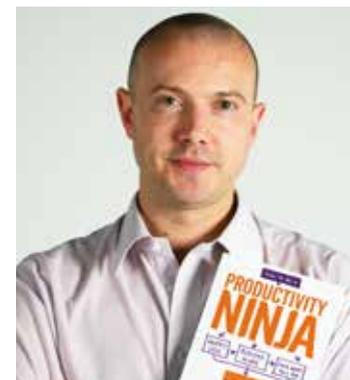
How to be a Knowledge Ninja



Introducing Productivity: A Practical guide

”
I feel ready to take on the world.

Kelly Manthord // UnLtd



Book our founding CEO, Graham Allcott, to speak at your event

Inspire your colleagues to find their inner Productivity Ninja through Graham's motivational keynote talks.

Graham will invigorate your team with talks tailored to fixing their strongest productivity problems.

How to book

1

Have a chat with us about your greatest challenge, and we'll recommend the best workshop for you

2

Choose a date and time for your workshop

3

We'll send you an official quote to confirm your booking

4

Our Logistics Team guide you through what's needed for the session and prepare Joining Instructions for your delegates

5

The workshop takes place and delegates are given access to their Goody Pack: Their workshop slides and a free 'How to be a Productivity Ninja' ebook

6

We follow up with feedback and check how your team are getting on



“
I realise that I'm not
superhuman and your
company is helping me
to find the tools and
encourage the behaviours
to make me more effective
– and less stressed!

”

Alison Atkin // Sainsburys



Contact Us

Get in touch to find out more
or book a workshop.

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www.thinkproductive.com



Join our **LinkedIn** community.
Think Productive
– The Productivity Ninjas



Talk to our digital ninjas on **Twitter**
@thinkproductive