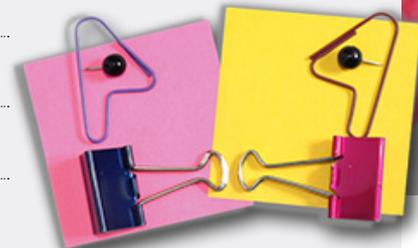


# One-to-One Productivity Consultancy for Business Leaders

Individual Productivity Ninja™ personal training at your desk

<b>Format</b>	Flexible – up to 6 hours plus lunch, with 1-2 hours follow-up via Skype 2-4 weeks later
<b>Breakdown</b>	One-to-one at-desk consultancy, training and coaching
<b>Participants</b>	Just 1 (or 2 e.g. Boss and PA)
<b>Results</b>	Become a Productivity Ninja™ and regain control over your work and emails
<b>Key Benefits</b>	<ul style="list-style-type: none"><li>• Learn how to overcome information overload by managing attention, rather than time</li><li>• Use the 9 Characteristics of the Productivity Ninja™ to identify specific changes and tactics to improve your personal productivity and wellbeing</li><li>• Learn and implement the 4 key elements of the CORD productivity model to increase productivity and reduce stress</li></ul>



## Overview

Do you feel your workload and constant email bombardment has taken over your life?

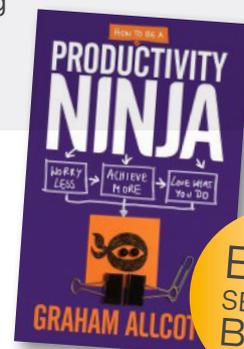
Our Productivity Ninjas™ will spend a day with you at the office, to help you get your work-life back in order – and put you back in the driving seat.

Our human, practical, no-nonsense approach will help you in multiple areas – email, workflow, procrastination, decision-making, prioritisation, working smarter with your PA. Whatever it is that you need to feel ‘Ninja-fied’ and in control.

We start with a diagnostic session to help us establish what needs to change.

Then we deploy the best bits from all our workshops to assist you in implementing change right there at your desk so your new approaches and habits are put into practice and not lost in the day-to-day chaos.

Clients tell us that spending a day with a Productivity Ninja™ is life-changing. The impact is immediate, and the positive repercussions are felt in their lives outside of work as well. Who can argue with that?



**BEST  
SELLING  
BOOK**



**Don't just take  
our word for it...**

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

GILES COUZIN,  
UNIVERSITY OF BRISTOL



## Results

**82%** of participants implement our productivity model, and feel significantly more in control of their work.



## Who should attend?

If you'd prefer intensive personal training rather than attending our group workshops, then this is for you.

Our one-to-one personal consultancy is delivered exclusively by our senior Productivity Ninjas™, who have hundreds of hours of experience with teams and individuals, teaching and coaching the Productivity Ninja™ approach.

## What you'll learn and discover

- ✓ Identify your current productivity and wellbeing challenges – and why the 2 are interlinked.
- ✓ How the 9 Characteristics of the Productivity Ninja™ provide a framework for thinking and change.
- ✓ The secret to overcoming information overload, distraction and stress – by managing your attention, not time.
- ✓ Why knowledge workers need to address both 'boss mode' thinking and 'worker mode' doing – and why each happens best when separated!
- ✓ Productivity insights and tactics from author Graham Allcott and our team of international Productivity Ninjas.
- ✓ How to deal with email Productivity Ninja style™ – including how to get your inbox to zero and keep it there!
- ✓ The 4 key habits of the CORD model to increase productivity and reduce stress:
  - Capture and collect
  - Organize
  - Review
  - Do

## What you'll do

- ✓ Actually get your inbox to zero (or very close to it) in just 3 hours.
- ✓ Eliminate overwhelm and establish new structures and habits to help manage email volume, keep your inbox clear, and your brain focussed.
- ✓ Learn and implement the best Productivity Ninja™ weapon-savvy email tips and tactics specifically for your organisation's email software.

## Practical and technical requirements

- Our practical workshops ensure real change happens during the workshop, rather than just talking about it!
- We recommend this session takes place in your day to day office or workspace, so we can work practically with your real stuff.
- It's a concentrated day of one-to-one Productivity Ninja™ personal training – so you'll need to clear your schedule for the entire day, and deploy Productivity Ninja™ Stealth and Camouflage to ensure you get the best out of the training.



## Join the conversation...

**in** Think Productive – The Productivity Ninjas

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