

Hello and welcome to

How to Get Things Done

A one day course to help you gain playful, productive momentum



Length/Format

1 Day: 3 hour workshop then 3 hours of 'at desk' implementation coaching or workshop coaching

Overview

We're all overwhelmed with 'too much to do', in too little time, and what's more, a constant sense of 'information overload'. Most 'time management' courses focus on trying to manage time, but time isn't usually the problem (and indeed it can't be 'managed!'): it's about your choices, actions, attention and energy. Workflow - the art of dealing effectively with the sheer volume of commitments and potential commitments that enter our lives – is what we all need to focus on. This workshop will give you the tips and tricks to begin implementing a simple, foolproof system to organise and define your work. We'll show you how to deal with interruptions, paperwork, creative ideas, information and unmanaged commitments and how to define, organise and prioritise the important actions. Most importantly of all, we'll show you how to reduce stress by eliminating those nagging feelings of doubt, guilt and 'overload panic' and replace them with a playful, purposeful and productive momentum.

What you'll learn

- learn to overcome 'information overload' and stress
- learn the practical principles to deal with the 5 key phases of workflow
- analyse where your current workflow strengths and weaknesses lie
- learn key productivity theories that work – all from leading productivity thinkers such as David Allen ('Getting Things Done'), Steven Covey, Peter Drucker, Mark Forster and Sally McGhee
- learn practical tools to manage and reduce interruptions
- learn the power of batch-processing and context-based thinking
- use the 80-20 principle & 2-minute rule to increase your productivity

What you'll get out of it

- use our 'at desk' coaching during the session to create working frameworks to manage and prioritise your actions, information and commitments
- get in control of your workload
- de-clutter your desk and leave with a 'current' system you can actually

If you would like more information or would like to book a session now, please contact us via:
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