

# Public Workshops

## How to Get Things Done



## Work becoming a monster?

Spend a day with us and we'll get you back in control

As well as our In house workshops with 'at-desk coaching', we also run public workshops in the city across Ireland and the UK designed to give you a taster of the Think Productive approach, help you beat stress and develop a playful, productive momentum in your work.

Our one-day **How to Get Things Done** workshop will leave you with a greater sense of clarity and control, and with a new system to aid your productivity in future as well. We will introduce you to principles from David Allen (GTD), Stephen Covey (7 habits) and other leading thinkers on personal productivity but crucially we'll also help you to develop your own personal workflow system on the day. Not just a workshop but a do-shop too!

We run public Workshops in the following cities:

**Dublin**

**Birmingham**

**Bristol**

**London**

**Manchester**

**10:30am - 4:30pm**

**Full Price** ..... **£325 / €385**

**SME/Public Sector/Large Charity Discount Price** ..... **£225 / €270**

**Small Charity/Micro-business/Freelancer Discount Price** ..... **£125 / €140**

(all prices include lunch)

To book a place on the **How to Get Things Done** workshop in your city, visit <http://www.thinkproductive.co.uk> and select our Public Workshop page.

# Hello and welcome to How to Get Things Done

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



## Length/Format

1 Day: 10.30am – 4.30pm

The morning will be a traditional workshop format, the afternoon will be practical implementation coaching, so bring your own to-do list and project-support materials.

## 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 use, straight away