

# what we do

welcome to a fresh way to think...

## what we do

**We provide workshops, practical coaching and consultancy to help you and your people to get more done, with less stress. We focus our work on the aspects of working life that cause confusion, distraction and information overload, which in our experience are the biggest obstacles to getting things done – and which conventional ‘time management’ programmes do little to address. Our unique ‘at-desk’ approach means that when people leave the session with us, things have already changed.**

- **Email**
- **Workflow**
- **Meetings**
- **Culture**

# what's the problem?

**Too much information = stress = unproductive behaviour**

**Stress is “the greatest emerging risk to business”**

(Associated Insurers Group)

**1 in 5 people in the UK off work with stress each year**

(Lotus Exchange)

**A recent study of microsoft workers found that it took 15 mins to return to serious mental tasks after an interruption**

(New York Times 2007)

**Interruptions consume an average of 2.1 hours (28%) of every working day**

(the Scotsman 2008)

**By 2009, workers are expecting to spend 41% of their time in email management.**

(Radicati Group, Palo Alto, 2007)

# how we can help

## Our process:

1. We meet with you or speak on the phone to 'diagnose' where your team needs support to improve performance
2. We check our diagnosis by talking to some members of your team, which also helps us get a feel for how you work and any unique challenges
3. We arrange either a one-off workshop or series of workshops that take place at your offices, and will often include implementation time and at-desk coaching to make sure the learning and changes actually 'stick'...
  - Email
  - Workflow
  - Meetings
  - Culture
4. We make sure that by the end of our workshops, everyone's made the changes they need to make, or at least have a clear plan of what they need to do next. Our focus is on practical changes and RESULTS
5. We follow up to check that your team are feeling more in control, feeling less stressed and getting more done.

**it starts with a conversation, so call us now:**

**+44 (0) 7980 742547 or +44 (0) 845 474 0781**

**Or email: [graham@thinkproductive.co.uk](mailto:graham@thinkproductive.co.uk)**

# why us?

**We are currently developing our business purely on word of mouth, while we develop our marketing materials and get ready to launch. Over the last few months we have run trials of our workshops to high acclaim with a diverse range of organisations including Barclays Commercial Bank, the National Council of Voluntary Organisations, University College London, the Cabinet Office, Public Zone and British Airways. Our workshop and coaching solutions work in any sector where people struggle with the stress and inefficiency of information overload...**

**"I know this sounds completely bonkers but I really think the 'inbox to zero' and 'managing workflow' sessions are the most useful training sessions I have ever been on. I never say things like that but it's true! I'm still keeping my inbox pretty much to zero which is a minor miracle. I don't know if this is connected but I have definitely felt calmer and less stressed since the sessions and I genuinely feel a bit more in control of my workload."**

**Zoe Pronger, the Cabinet Office**

**"Very good & productive session which just from a psychological point is inspiring. I think I'm a little more organised both in the managing my inbox and the way I now work."**

**Bharat Vadgama, Barclays Commercial Bank**

**"It's really motivating to hear everyone being really passionate about what they are doing and being able to take the steps to improve the things that make our jobs more challenging!"**

**Jo Shaw, Public Zone (design agency)**

**"Graham's workflow training and coaching has helped me to become more organised in my work - and as a result i'm getting more done than ever... thank you think productive!"**

**Charmaine Sainsbury,  
National Council of Voluntary Organisations (NCVO)**

# about us

**Graham Allcott , founder and director**  
**graham@thinkproductive.co.uk**

Graham's transition from charity chief executive to freelance consultant was what inspired 'think productive'. Realising he would have to manage without a PA and his great team of 'do-ers', Graham began reading about workflow and productivity tools, and began developing his own ways to ensure maximum productivity. He practices what he preaches and packs a lot in to his days, running think productive alongside his social enterprise consultancy, Fruitful Consulting, being chair of international development charity, READ International and playing gigs and festivals as an acoustic singer songwriter. Graham leads on think productive's 'email' and 'workflow' offerings.

**Martin Farrell, director**  
**martin@thinkproductive.co.uk**

Drawing on four decades of experience of working with organisations, Martin is an in-demand facilitator, running meetings and events on behalf of the United Nations, Sport England, London 2012, the Cabinet Office, VSO and many other organisations, large and small. Before setting up his consultancy, get2thepoint, Martin held senior positions in a number of organisations. Martin's work on 'making meetings magic' was a natural fit when Graham decided to set up think productive, so Martin came on board as a partner. Martin leads on think productive's 'culture' work.

**Lois Graessle, facilitator**  
**lois@thinkproductive.co.uk**

Lois is a facilitator and coach, specialising in meetings and conferences. She works with a wide range of organisations from Refugee Action to the Skoll Centre for Social Entrepreneurship at Saïd Business School, Oxford University, and the team for the annual Skoll World Forum and is co-author of the popular books, 'Planning Together' and 'Meeting Together', bringing this expertise to the 'meetings' offering for think productive. She is also a book artist and writer.

**Sneha Patel, scheduler**  
**sneha@thinkproductive.co.uk**

Since graduating, Sneha has worked for American Express as PA to one of the directors and also spent a year working at a public affairs consultancy. She is now undertaking an MA in migration at SOAS. Alongside this, Sneha provides administrative and scheduling support to think productive.

# what next?

**It starts with a conversation to see how we might be able to help.**

**Give us a call, or drop us an email, and we'll take it from there...**

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