



We love our work

Workshops with at-desk coaching to help you increase productivity, beat stress and develop playful, productive momentum.

think productive 

Too much information = stress = unproductive behaviour



Stress is “the greatest emerging risk to business”

(Associated Insurers Group)



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

(Lotus Exchange)



A recent study of Microsoft workers found that it took 15mins 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)



In 2009, workers were expected to spend 41% of their time in email management

(Radicati Group, Palo Alto 2007)

An orange sticky note is attached to a black pen. The note has the handwritten text "We're on a mission!".

We're
on a
mission!

Practical workshops, immediate changes...



Getting Your Inbox to Zero



Introducing the 'inbox zero' methodology: a way to cut down on the time and stress caused by email and information overload.

Format: 3 hours

1.5 hour workshop
then 'at-desk coaching'

Maximum delegates: 15

Result: 96% of delegates get inboxes to zero

Email Etiquette

The average worker spends 41% of their time on email management. The email 'overload' culture is a key cause of stress and a major source of interruptions.



Format: 3 hours

1 hour workshop

2 hours 'at-desk coaching' & group work

Maximum delegates: 15

Your team develops an email manifesto to make email easier

How to Get Things Done

Personality productivity and time management for the information age: how to manage information, attention, focus, projects, actions, priorities and decisions plus 'ninja tips and tricks' to get more done in less time and with less stress.



Format: 1 day / 6 hours

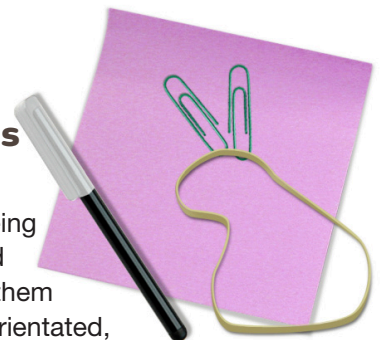
3 hour workshop, then 3 hours 'at-desk coaching'

Maximum delegates: 15

Result: 82% of delegates implement a new workflow system & feel more in control of their work

Making Meetings Magic

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



Format: 3 hours

(1.5 hour workshop then 'at-desk coaching')

Maximum delegates: 40

Result: 92% have planned up-coming meetings to be more effective

Why we're different

Our uniquely practical approach...

At-desk coaching

Your people are probably quite busy. So any workshops they do need to reward the valuable time they spend on them with practical changes, straight away. That's why our at-desk coaching approach is so popular: we allow time for implementation of the learning, before we leave the building. For example...



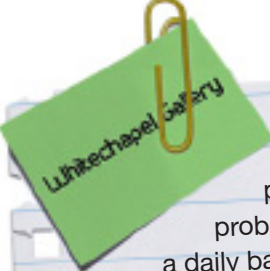
On our GETTING YOUR INBOX TO ZERO course people leave the session with their email inbox processed to zero.

In our EMAIL ETIQUETTE workshop we create, in partnership with your team, an email manifesto which allows you to write more effective emails

Our HOW TO GET THINGS DONE course leaves people having implemented a new system to manage their workflow by the end of the day

Our MAKING MEETINGS MAGIC workshop leaves people having written plans for their upcoming meetings so that they're action-orientated, time-efficient, productive + even fun

They our work

 "Think Productive's practical solutions to the problems most of us face on a daily basis have helped us not only rethink, but also implement positive changes that effect the way we approach our work"
Tom Wilcox, Whitechapel Art Gallery

 "I know this sounds completely bonkers but I really think the 'Inbox to Zero' and 'How to Get Things Done' sessions are the most useful training sessions I have ever been on. I never say things like that but it's true! 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

 "The 'How to Get Things Done' 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

 "BA is the land of meetings! This was refreshing, to the point and interactive session which has really made us think about using our time for meetings more productively and in some cases questioning our need for a meeting at all. A well prepared, presented and superbly timed 'meeting' which gave us an opportunity as a group to share problems and helped us to find practical solutions. Our thanks to Martin and Lois."
Alison Jensen, British Airways

 "Very good & productive session which just from a psychological point is inspiring. I think I'm a little more organised both in 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 time to improve the things that make our jobs more challenging."
Jo Shaw, Public Zone (design agency)

We our work



Graham Allcott, founder and director

graham@thinkproductive.co.uk

Our 1-2-1 executive level coaching is delivered by Think Productive's Founder Graham Allcott. Graham's transition from charity chief executive to freelance management 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 a trustee of two charities, Centrepoint and 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.



Jiten Patel, ICT & Multimedia Officer

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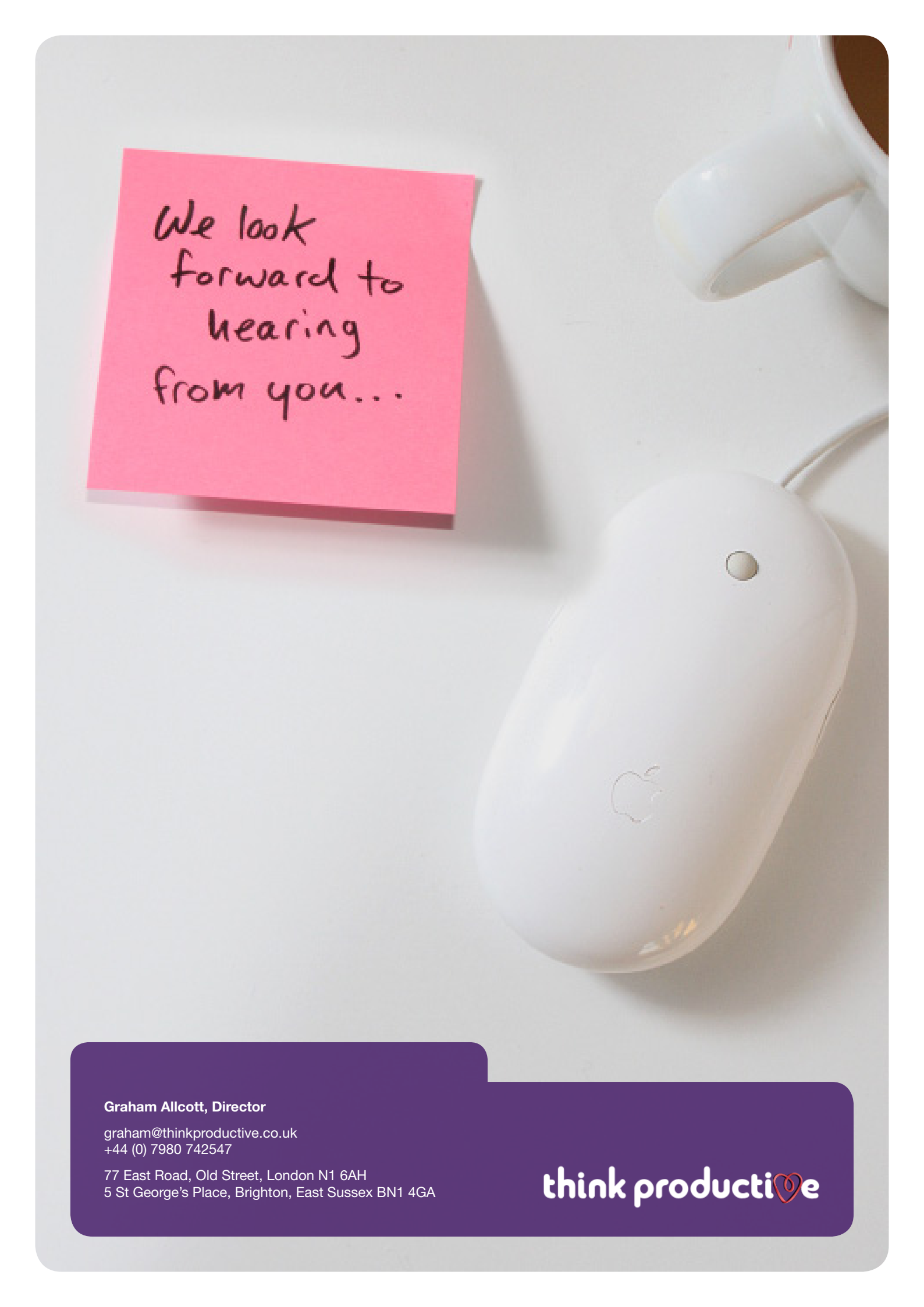
After graduating with a degree in Product Design, Jit's career so far has included working with organisations in product design, direct marketing, multimedia and technical roles. He is now assisting Sophia with Think Productive's social media and marketing campaigns, running our website and engaging in various forms of technical wizardry.



Sophia Williams, Team manager

sophia@thinkproductive.co.uk

Graduating from university with a 2:1 in Graphic Design, Sophia now holds the position of social media manager and graphic designer within Think Productive. Sophia is responsible for Think Productive's social media and marketing output. She also works a day a week in a marketing role for the consultancy company, Equality Works.

A white ceramic mug is partially visible in the top right corner. A white Apple mouse is positioned in the bottom right area. The background is a plain white surface.

We look
forward to
hearing
from you...

Graham Allcott, Director

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