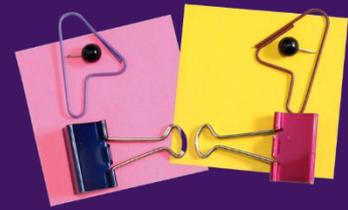# One-to-one individual

Productivity Consultancy

With at-desk coaching and implementation

Format and group size

Full day: Up to 6 hours one-to-one at-desk consultancy and implementation with a Productivity Ninja™.
For single individuals (or perhaps 2 participants, e.g. Boss and PA working together).

Overview

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

- Do you feel like your workload and the constant influx of emails are taking over your life?
- Why not arrange for one of our Productivity Ninjas™ to come and spend a whole day at the office with you, to help you get your work-life back in order – and to put you back in the driving seat?
- With our human, practical and no-nonsense approach, the Productivity Ninja™ will help you sort out all areas of your workflow including email, procrastination, decision-making, prioritisation, working smarter with your PA – whatever it is that you need to feel "Ninja-fied" and in control.
- Our engagement starts with a diagnostic session to help us establish what needs to change. Then you will be implementing change right there at your desk so that the new approaches and habits you learn are put into practice and not lost in the day-to-day chaos.
- Our one-to-one clients repeatedly tell us that spending a day with a Productivity Ninja™ all to themselves has been life-changing. Not only is the impact immediate, the positive repercussions can be felt in their lives outside of work too. Who can argue with that?

What you'll learn

- Analyse where your current workflow strengths and weaknesses lie
- Learn to overcome "information overload" and stress
- Learn the practical principles to deal with the 4 key phases of workflow
- Learn key productivity theories that work – all from leading productivity thinkers such as Graham Allcott (author of "How to be a Productivity Ninja"), David Allen, Steven Covey, Seth Godin, Peter Drucker, Sally McGhee and more
- Learn practical tools to manage and reduce interruptions
- Learn the power of batch-processing and context-based thinking

What you'll do

- Development of a personal workflow system, based on the CORD workflow model from "How to be a Productivity Ninja"
- Devise new, fool proof approaches to email, including getting your inbox to zero
- Creation of working frameworks to manage and prioritise your actions, commitments and anxieties
- Develop the tools to beat procrastination and focus on developing momentum in your work
- De-clutter your desk, diary/calendar, to-do lists – right there and then

Result

Regain control over your work and your emails.

think
productive
WORKSHOPS THAT WORK