

# 3 places on our public workshop 'How to Get Things Done' for just £50



Think Productive have teamed up with Train to Gain to offer your company a grant to access 3 places on our 1 day 'How to Get Things Done' public workshop for just £50!! (usual price £199 each).

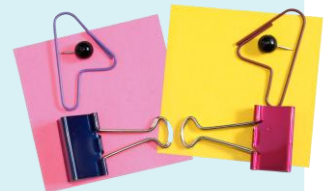
We're all overwhelmed with 'too much to do', in too little time, and what's more, a constant sense of 'information overload'.

Introducing a practical workshop to help you increase productivity, reduce stress, and gain greater control and clarity in your work and life. 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!**

## 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 do

- 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

## Eligibility

- Your organisation must have between 5 and 249 PAYE staff
- The organisation is not to have had the grant previously
- The grant must be accessed by someone with management responsibility
- Your organisation must be located within Greater London



This grant is only available until January 2011. This funding is provided by Train to Gain, is easy to access and full administrative support is provided to help you to apply.

**Call +44 (0) 207 183 5673**...and we can check your eligibility straight away