



# PERSONAL PRODUCTIVITY

## Personal Productivity

This time management workshop is designed to enable people in any organization to focus on their most important tasks each day, eliminate wasteful behaviors, and reduce work related stress. Participants will achieve a work life balance they desire and reclaim lost times regardless of whether they rely on high tech, low tech, or no tech tools.

## Skills and Benefits Participants Will Receive

Eliminate obstacles that prevent “flow” at work such as interruptions and loss of focus ●

Reduce work time while improving on work efficiency ●

Achieve better focus and concentration without being stressed ●

Create better work habits that last ●

Learn new skills using less time ●

## Suitable For

● Executives, Managers, and Workers of any level

● Business owners and researchers

● University students

“We shorten your learning curve and make it fun”

# Topics Covered



## BRAIN DUMP

Work in the 21st Century is not conducive to maintaining our To Do List in our head. Brain Dump is the act of transferring all we need to do on a sheet of paper, prioritize the tasks, and free our thinking space for problem solving and critical thinking.



## HABIT LOOP

Human are irrational. We know what not to eat to keep our weight down and we also know not to procrastinate yet we do on a regular basis. In this session, attendees will learn the origin of their habits and how to disrupt the trigger and reward system in their habit loop.



## FLOW

Learn and practice how to achieve “flow”, the state of focus and concentration, through productivity techniques such as Square Mandala and the Pomodoro Technique.



## DAILY JOURNAL

Each participant will receive a specially designed journal to record and plan their work week according to GTD Principles. The journal will be used throughout the training day.



## PRODUCTIVITY TOOLS

Learn to use various Productivity Apps that will give you 1 hour of your day back. These free apps include xMind for Mind Mapping, Asana for Project Management, and To Doists for daily planning.



## E-mail MANAGEMENT

We know for a fact you have over 100 unread e-mails sitting in your inbox. Free yourself from your inbox and adopt “inbox zero” an e-mail management system used by executives of Fortune 500 companies to process hundreds of e-mails per day.



## SWISH PATTERNS

Lean and practice using “Swish Patterns” a psychological technique psychologists used to eliminate an undesired behavior and replace it with our desired action instead.



## JUGGLING

Speed up how you learn new skills and absorb information through the act of juggling 3 balls, an exercise proven by a study at Oxford University, to promote neural networks that support the acquiring of new skills and knowledge.



**Whiteboard**  
Workshop Center

Contact us for a free demonstration.



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