

## Be Productive Seminar – “Time To Think”

In today's fast-paced business world it can be hard to find time to think. With constant distractions from our devices, instant communications and open plan offices most people work in a very reactive mode, dealing with the constant flow of new requests or changing priorities.

In this seminar we look at the importance of finding time to think, so that you can identify your priorities, plan how to achieve your goals and find time for creative and innovative thoughts.

### Key Topics

The following topics will be covered:

1. The impact of today's work environment on thinking and creativity
2. How to identify and manage distractions
3. How to schedule time think, plan and innovate
4. Techniques for running creative meetings

### Aimed At

This workshop is aimed at anyone in business who wants to work proactively to create time to think, plan and innovate.

### Duration

This is a 1 hour seminar that is ideal as a Lunchtime Learning or Breakfast session.

Participants will receive a copy of the presentation slides plus access to the Be Productive creative meetings template.

*All training options can be customised to suit the organisation's requirements.*