



ACCELERATE PRODUCTIVITY: HOW TO STAY  
FOCUSED AND GET MORE DONE EVERY DAY  
with Neen James  
\$395 (US) per person

VIRTUAL SESSION (3-HOUR)

## ACCELERATE PRODUCTIVITY: HOW TO STAY FOCUSED AND GET MORE DONE EVERY DAY

You don't have time to do everything; only time to do what matters! This virtual program is perfect for anyone who wants more control so they can manage their time, focus their attention, and engage with their team. In this challenging environment of doing more with less and remote work, even the most productive person can often feel distracted or overwhelmed. If we can get clear about the activities that make the biggest difference to our productivity, manage our distractions and create environments that allow us to focus, we can regain control of our schedule and free ourselves up for what is most important. In this program you will learn how to "unplug" from the constant barrage of disruptions and "plug in" to the tools, strategies, and mindsets that allow us to harness our attention to reach our highest potential.

### NEEN JAMES

Neen James is the author of nine books including *Folding Time: How to Achieve Twice As Much in Half The Time* and her most recent, *Attention Pays: How to Drive Profitability, Productivity, and Accountability*. Named one of the top 30 Leadership Speakers by Global Guru several years in a row, Neen challenges audiences to leverage their focus and pay attention to what matters most at work and in life. With a strong background in learning and development and managing large teams at various corporations, Neen brings a 'real world' perspective to her presentations. Audiences love her practical strategies they can apply personally and professionally. Her client list includes companies like Viacom, Comcast, Cisco, Virgin, Pfizer, BMW, and the FBI, among others. Oh, did we mention that Neen is Australian? Why does that matter? Well, it means that she's a bit mischievous, is pretty witty and a little cheeky.

# TOPICS COVERED

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INCREASE TIME ACCOUNTABILITY SO YOU CAN ACHIEVE MORE  
CREATE A PRIORITIZATION PROCESS FOR EVERYDAY APPLICATION  
DISCOVER STRATEGIES TO SET UP AN ENVIRONMENT THAT WILL HELP  
YOU STAY FOCUSED  
ELIMINATE DISTRACTIONS AND INCREASE YOUR EFFECTIVENESS  
LEARN SYSTEMIZED THOUGHTFULNESS STRATEGIES FOR COLLEAGUES  
AND TEAM MEMBERS  
IMPLEMENT EMPLOYEE ENGAGEMENT STRATEGIES TO ATTRACT AND  
RETAIN TOP TALENT  
CREATE A PRODUCTIVE PERSONAL ACTION PLAN FOR IMPLEMENTATION  
EACH DAY

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