

WORK SMARTER WITH  
DOZENS OF TIPS, TOOLS  
AND TRICKS

## WORK SMARTER, NOT HARDER

### FOLLOW THE TWO-DAY PROGRAMME

#### How you benefit from the training

- Avoid information overload, procrastination and stress
- Maximise your energy, concentration and motivation
- Spend dramatically less time on email and distractions.
- Increase your personal productivity
- Work smarter and faster with useful tools, software and apps

#### Join our Masterclasses

For dates and venues go to [CFO.co.za/training](https://CFO.co.za/training)



## More productivity & less stress

How you deal with your limited amount of attention defines how successful you are. Avoid stress, procrastination, interruptions and trivial distractions. Discover how to break through these barriers, so you can focus on what really matters. During the masterclass you learn to think like a Productivity Ninja™. You will rapidly process all the information, experience control over your work and make conscious choices about what needs your attention at what moment.



## Save at least 20% of your time

Are you overloaded every day by an information tsunami and unnecessary interruptions? Want to deal smarter with concentration, choices and habits? Do you finally want to get to grips with stress and procrastination? What new technical gadgets, apps and digital tools will let you work more efficiently? Discover during the Work Smarter, Not Harder masterclass how calmly and simply you can beat the information overload.

## How you benefit from the training

- Avoid information overload, procrastination and stress
- Maximise your energy, concentration and motivation
- Spend dramatically less time on email and distractions.
- Increase your personal productivity
- Work smarter and faster with useful tools, software and apps
- Receive 14 CPD Points

## Subjects

- The CORD Productivity Model
- The 9 properties of a Productivity Ninja™
- Your second brain
- Useful apps, software and tools
- Deal smarter with email
- Free yourself of the everyday humdrum
- Surviving in the information era

## What do participants say?



**Charlotte Wethli:** 'Really good trainer, fantastic and realistic examples, clear presentation, little things that can change a lot. I see a future for me with less stress, both at work and privately.'



**Raymond Warnaar:** 'Inspiring and specialised with great examples and challenging to implement. A system that is conceptually simple and effective to enhance productivity.'



**Lesley May:** 'This workshop is fantastic. Probably one of the most useful sessions I've ever done. I feel a lot more grip on my work. Everyone in our company should follow this workshop!'

# Nine tips to help you work smarter and faster

Are you overloaded with information and unnecessary distractions every day? Do you finally want to get to grips with stress and procrastination? Create time and focus to do your real work. Nine tips to help you work smarter and faster. These and dozens of other tips, tools and tricks are on the agenda in the Work Smarter, Not Harder training from Alex van Groningen.

## ➤ 1. Cool and calm

You don't take the best decisions under stress, but by thinking about the problem calmly, rationally and intelligently. Realise that you can remain absolutely calm even when you have 100 things to do. By using a system you can really rely on, you no longer worry about having to remember everything. You can't do everything, so choose the right jobs.

## ➤ 2. Ruthless

What do you do when you only have half the time available for a meeting? Can you be more ruthless in your choices? Can you set mail filter rules so that some emails go straight into another folder for later? Be ruthless with your Attention and Concentration, two of the most scarce and valuable factors for knowledge workers. Dare to say 'no' and keep practising.

## ➤ 3. Use the right tools

Know which tools you need to use. Make sure they save you time and don't cause even more distractions. For your team: do you use good communication systems and can easily keep up with who's doing what? Avoid having to keep trying new things and going from one app/tool to the other like productivity sites encourage you to do.

## ➤ 4. Be invisible

Avoid being constantly available. That is just asking for distraction and interruption. Are there moments when you could best work somewhere else and really get things done? Work from home or a cafe for once. Don't answer the phone if it's not more important than what you're doing at the moment. Set clear limits for things that distract you like email, internet and social media.

## ➤ 5. Not everyday

It's all about the final result. How you get there is up to you. Even if a seasoned professional says something is going to take 16 hours, that does still not make it come true. Question everything and ask for advice. Grasp opportunities for innovation and progress, because your environment stopped doing so long ago. Look through people's eyes for another field of working and model their solution.

## ➤ 6. Be agile

Make sure you can quickly get into a proactive mode, preferably without stimulants like caffeine. Another requirement is being able to engage resources like people, time and technology. If you're well organised, you can define consequences faster, take good decisions and adjust. Think hard about what can go wrong and plan far ahead.

## ➤ 7. Self-confidence

Distance yourself from your work and reflect regularly. Ask yourself the right questions. Lots of people suffer from procrastination and resistance against certain things. That comes from our 'reptile brain', which is afraid of anything new or unfamiliar and provides for notions like fear of failure and resistance. Silence them. Take the time and listen to your emotions.

## ➤ 8. Be prepared

Lots of the techniques discussed will only work if you're properly prepared, both physically and mentally. By having the right information and the right systems available, and by dealing carefully with your attention and energy. Periods of rest are crucial for a prepared mind-set. Discover how you can best come to rest and take enough time for it.

## ➤ 9. Superman?

Working with these tips is liberating and fun. Sometimes it even seems like you have special powers. With well-developed skills and discipline, you get things done in a way that sometimes seems magical. But now and then we screw something up. Perfection is not the goal, but progress and improvement. We can't make a hero of you, but we can make you a Ninja. That is feasible.

## ➤ 100% practically-oriented

Both days are full to the brim with practice. You work in different formats, in small groups and individually. A brief explanation is immediately followed by exercises, demonstrations and how you can apply it to your own work. So let's get going! Discover lots of apps that immediately bring you benefits, such as:

- Surviving in the information era
- Gathering, filtering and saving information
- Empty your head
- Feedback day 1 – exchanging experiences
- Your inbox empty every day



## Follow the training **Work Smarter, Not Harder**

Do you want to achieve better results than you ever thought possible? Finally more productive without stress? Then follow the 'Work Smarter, Not harder' training and get a grip on your work. You save at least 20% of your time, you easily avoid stress and trivial interruptions and you rein in the continuous stream of email, phone calls, social media and meetings.

### Register today

After the two-day course you experience calm and oversight instead of the sense of bedlam. Need advice? Contact our training advisor via [info@cfo.co.za](mailto:info@cfo.co.za) or +27 11 083 7515.

## Incompany

Would you like us to visit your team and bring a tailor made training? We are here to help your company get more productive! Our Incompany training can save you up to 50%.

## Learning material

All participants receive our Productivity Ninja book. A great way to stay up to date and get inspired to work smarter.

## Investment

Your investment for this two day course is ZAR 1750 including lunch, refreshments and learning materials. And receive certificate for 14 CPD Points.

## Guarantee

We are convinced that this training course will deliver you tremendous value. Not happy with the results? We will offer you another training course for free.

## We are here to help

How can we help you? Our CFO South Africa training team loves to answer your question. You can reach us - CFO Enterprises South Africa PTY LTD - via:  
Phone: + 27 11 083 7515  
Email: [info@cfo.co.za](mailto:info@cfo.co.za)



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