



No more information overload

You need to: Read Smarter - Think faster

Great idea, but how do you do it?

We hear this from so many people – managers, sales staff, IT experts, small business owners, office personal, supervisors, professionals - they all have the same question.

You have so much to read; you need to get through it all, and more importantly you need to be able to comprehend and retain all that you have read, and then figure out what is useful!!

You are coping with an increasing workload and expectations in the workplace to get more done with seemingly finite resources. There is a real challenge to keep on top of it all, whilst maintaining your sanity

You need a program that delivers the practical skills you need

These are skills based on current understandings of how the Brain works and how to use the whole Brain to achieve less stressful efficiencies

These are the Results from a fast, targeted program:

- Reading techniques - you can read a ten page article in a quarter of the time; know what it's about. Save time and frustration as well as giving you accuracy.
- Physical exercises to achieve Mental alertness, Brain integration - you will be more focused and better able to deal with distractions.
- Understand the hemispheric differences of the Brain and how this impacts on our work effort. You can use both the Creative innovative ideas brain and the logic order brain to reduce stress and come up with new workable ideas.
- You will free up your writing skills so you can reply quickly and coherently to requests.
- Link your reading into Mindmapping - This brilliant method will help you with:
 - Comprehension and retention
 - All types of planning
 - All written reports
 - Letters, business case proposals etc
 - Presentations
 - Meeting Agendas
 - Prioritizing
 - Documentation of Procedures etc.

**The skills of this ½ day workshop will put you hours in front!
just take 4 hrs and 'sharpen the saw'
It Works**

