

Accelerated Productivity

Do more with less effort

COURSE DIRECTORS Steven Stark & Curtis James *Directors of People Who Do*

20 – 21 July 2010 (2 days)
King's College London
Anatomy Museum, The Strand

Global recession places pressure on all of us, just as modern working practices demand more than ever before. We juggle diverse work loads whilst fielding increasing interruptions from email, tweets, text, phone, letters and colleagues. Maintaining focus and productivity when efficiency and increased capacity matter most is a struggle.

Accelerated Productivity is a practical intervention that uses a sound theoretical framework to support you in actively implementing permanent improvements to your work. Over two days you will build a unique personal productivity system that keeps you focused, optimises your live time, task, email and project management, and gives you a tool kit to streamline your computer desktop.

You will actively review all your current activities giving consideration to every live task and project before constructing your own productivity system. The review allows you to reconsider what, how and why you are doing what you are and to effectively plan and prioritise all your work going forward. You can use the framework to inform all your own work as well as improving the effectiveness of colleagues and staff.

You will review your desktop environment and optimise your software to automate, simplify and customise your work in order to save time and reduce complexity. Consideration is given to documents and spreadsheets as well as specialist mind mapping and project planning tools.

While not essential, the ability to access your email and files via your own laptop is useful during the course so you can apply the learning immediately.

By the end of the course you will:

- Understand what increases productivity
- Have developed a sustainable framework to make permanent improvements to your and your colleagues' work
- Review all your live tasks and projects
- Implement a full personal productivity system
- Be able to optimise your working environment
- Have gained a renewed sense of control over your work and life
- Feel highly motivated to move forward across all your projects.

WHO SHOULD ATTEND?

Professionals who have or will have a leading role in their team, department or work environment and recognise the need for improved effectiveness in their own work and that of their team.

Course fees: £495

Course fees include all course materials, drinks, snacks on each course day and one course dinner. Upon completion of the course participants will be awarded a King's College London Certificate of Attendance.

ACCOMMODATION

King's College London cooperates with 3–5 star hotels close to the campus. For details, please contact: Eleanor Salt at cpd@kcl.ac.uk or +44 (0)20 7848 8183.

HOW TO APPLY

<https://sip.wufoo.com/forms/summer-institute-courses-at-kings-college-london/>

CONTACT

To learn more please contact Dr Cordula Janowski, Programme Manager Executive Education at cordula.janowski@kcl.ac.uk or on +44 (0)20 7848 6814.



THE COURSE DIRECTORS
Steven Stark
Director of People Who Do, an organisational and personal development consultancy that seeks to make work better. Steven has 15 years

experience working in the creative industries at director level. He has founded, built up, bought or sold nine terrestrial and digital radio stations, led an audio production company, launched and run a music festival, dabbled in digital classified advertising and consulted for clients ranging from Virgin Media and Haymarket Publishing to The Department of Health and Local Authorities as well as private residential care homes and silversmiths. He has extensive experience of working with SME's to improve productivity and working environments. In his spare time he shares the childcare, cleans the house, keeps a smallholding and looks after bees.



Curtis James
Director of People Who Do, manager of The Simon Sound, father, book binder, Samaritan, marathon runner (almost). Curtis has worked as

a musician, audio producer, label manager and managing director across a range of creative businesses: his own and other peoples'. He still leads a creative life running a small letterpress studio and collecting anything he thinks looks or feels awesome, but concentrates on helping individuals and organisations get the most out of themselves and their lives, which he has been doing for over a decade. He has helped people in many different sectors including the arts, media, design, financial and technology with his practical advice.



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