



People's ability to focus effectively on the job and priorities at hand is too often challenged by the non-stop flood of required, but not necessarily urgent, input, decisions and actions with which they must deal with. How can the organization prepare employees to not just getting things done, but getting the right things done? **Getting Things Done® (GTD)**, the groundbreaking work-life management system by David Allen - the World's #24 Thought Leader*, can do it for you.

GTD provides concrete solutions for transforming overwhelm and uncertainty into an integrated system of stress-free productivity. It is a powerful method to manage commitments, information, and communication. It is the result of thirty years of consulting services, private coaching, training and organizational program with millions of people internationally. It has earned a reputation as the gold standard in personal and organizational productivity.

GTD enables greater performance, capacity, and innovation. It alleviates the feeling of overwhelm, instilling focus, clarity, and confidence.

Step By Step You Will Learn How To

- Capture anything and everything that has your attention and concern
- Define actionable things into concrete next steps and successful outcomes
- Organise information in the most streamlined way, in appropriate categories, based on how and when you need to access it
- Keep current and "ahead of the game" with appropriately frequent reviews
- Keep track of the bigger picture while managing the small details
- Make trusted choices about what to do in any given moment

Companies Use GTD To

- Improve productivity through employee's increased sense of relaxed, focused control.
- Address key issues such as "personal vs. professional", communications, disruption, email overwhelm, filing, reading material, and project support,
- Prioritise and get the right things done
- Create more time for strategic and creative thinking.
- Achieve a better work-life balance.

GTD Experience

"GTD allows me to be present and to show up fully in the moment."

- Louis Kim, Hewlett Packard (HP)

"Getting Things Done offers help building the new mental skills needed in an age of multitasking and overload"

- Sue Shellenbarger, The Wall Street Journal

"The GTD system has opened up doors in my life, both personal and professional, that I did not know were possible. It has shaped my way of living and continues to help me be as innovative and creative as possible. Most importantly, it helps me be strategic and efficient so I have more time to do the things I enjoy—like spending time with my family and coaching/sport development with volleyball, baseball, and snowboarding."

- Jeff Boliba, Burton Snowboards

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* <http://www.inc.com/jeff-haden/the-top-50-leadership-and-management-experts-mon.html>

Trainer Profile

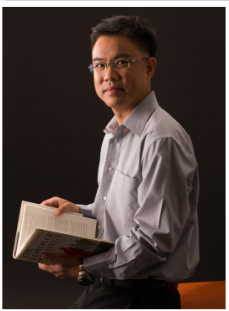
Arweekarn Phansangiam comes with strong business background having worked in various commercial positions in Maersk Line, the global container shipping company. Her last position was Thailand Country manager of MCC Transport, the Intra Asia arm of Maersk Line.



Arweekarn has keen interest in people development. She is a certified trainer at Dale Carnegie and is certified in neuroscience-based coaching. In addition, she is a co-founder of Productive Plus, a training company aiming to support professionals in achieving stress-free productivity.

Arweekarn holds a Bachelor of Arts in International Transportation Management from Thammasat University, and a Master of Arts in Business Administration from Nottingham University, UK.

Dr. Tanai Charinsarn has been a professional trainer and a management consultant for more than 15 years. A former management consultant with The Boston Consulting Group and IBM Global Services, Dr. Tanai has been helping many organizations on their strategies. Realizing the increasing pressure to achieve more in less time across the whole spectrum of organizations, large and small, private and public, he founded Productive Plus, a training company focusing on developing people to ‘get things done’ without stress.



Dr. Tanai holds a Bachelor of Engineering from Chulalongkorn University, a Master of Science from the University of Illinois at Urbana-Champaign, and a Doctor of Information Technology from the University of New South Wales.

Business Success Story

Silicon Valley Technology Company (Sun Microsystems®) – Increased performance demand in face of layoffs

Issue: In the midst of laying off 6,000 people but without a corresponding reduction in workloads, Sun Microsystems needed to maintain performance and morale while equipping their remaining employees to handle increased demands without burning out.

Solution: Sun Microsystems desire to invest in their employee’s wellbeing even in the face of cutbacks led to having series of GTD seminars and guided implementation sessions delivered. Workload were evaluated, projects reprioritized and lesser projects placed on the backburner; core GTD tracking and workflow management tools enabled managers and employees to work more effectively.

Results: While most would have expected morale to fall, Sun Microsystem’s employee satisfaction rose along with actual productivity gains.

Client Reference

- General Electric
- NASA
- Adidas
- Nike
- Nestle
- Sony
- Coca Cola
- Oracle
- Xerox
- Accenture
- Arthur D. Little
- Deloitte Touche
- KPMG
- Starbucks
- Target
- Visa
- World Bank
- Massachusetts General Hospital
- Novartis
- BMW
- Dupont
- Hewlett Packard
- IBM
- Yahoo!
- McDonald’s
- Walmart
- SCB Life Assurance
- True Corporation