

# working smarter not harder

personal effectiveness with a difference

Has it ever been suggested you should be “working smarter not harder?” “doing more with less?” “thinking outside the box?”

Do you know HOW?

“Working smarter not harder” seems a great suggestion, but no-one ever teaches us how to do it.

If we want to work smarter, we need to learn how to think smarter. And to think smarter we need to know how to get the best from the most powerful resources we have available to us -- our **brain** and our **mind**.

On this programme you will experience and get to try out practical tools and techniques for making the most of your brain -- to solve complex problems, explore creative solutions and make decisions which are solid, lasting and holistic.

Throughout the programme you will apply the tools and techniques to a situation, problem or opportunity where you would like to expand and develop your thinking, so what you learn is *relevant, real* and *immediately valuable* in your life and work.

## here's what we cover...

### using the “whole brain” for smart thinking

- understanding brain function
- getting creative and getting rational
- getting the best from the “whole” brain
- creating and maintaining mental energy

### thinking differently

- thinking outside the box
- side-stepping your normal thinking patterns
- using less of your brain and more of your mind

### making your time count

- making the most important thing the most important thing
- staying pressure-resistant
- organising your brain for planning and organising
- thinking the right way at the right time

### advanced brainwork

- engaging physical and emotional energy
- using the power of the ‘unconscious’ mind



**Want to get started?**

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or ring Rob on **05600 289 235**