

Build Your Capacity, Increase Your Productivity:

Live, Learn and Work with Your Brain in Mind

Success in the 21st Century Knowledge and Intelligence Economy is about capacity – how much you have and what you do with it. Ongoing research into how our brain performs at its best is giving us new insights into how we learn, think, remember, and make decisions. [The content outlined below is available as a series of 1/2-day workshops, or in 1-day or 2-day formats.](#)



[Jim Muckle](#)

Productivity workshops are available as follows:

- a. Bottom-line results are about the timely and appropriate application of your understanding. **Mind mapping** can significantly accelerate and improve the quality of your learning, planning, organizing, thinking, and application of your understanding. This high performance workshop has helped a wide variety of audiences to save time and money through dozens of practical applications. [Available as a 1/2-day or 1-day workshop](#), participants are encouraged to bring their biggest projects and day-to-day work examples with them to work on.
- b. **Speed reading** is the other critical path basic skill for knowledge and intelligence professionals. In today's often competitive and resource-conscious, knowledge-intensive work environments, it's no longer good enough to be an average learner. In this best-in-class, [highly impactful 4-hour program](#), Howard Berg (World's Fastest Reader, Guinness) will share the speed learning strategies that have made him popular with thousands of client organizations, and led to the sale of hundreds of thousands of his speed reading programs. Most of the participants in his very focused, brain-bending learning sessions report at least doubling their reading speeds, as well as improving their comprehension and recall of content. As a part of this carefully developed package of performance-based learning and working materials, you'll receive a personal copy of Howard's 3-disc *Ultimate Reading Solution Program*. This 3-disc Program includes a 16-minute practice drill that will help you to continue to improve your speed reading skills after the workshop. This extraordinary reading program has been identified by Doug Hall, past president of Evelyn Wood Reading Dynamics, as part of the "World's Most Powerful Learning System."
- c. In addition to learning to use **mind mapping** and **speed reading** to increase your productivity, there are several **Basic Productivity Strategies** that will help you to build capacity and to leverage that capacity to your best advantage. [This workshop is available in a 1/2-day or 1-day format](#), with the following content.

What do you need to know about expanding and leveraging your capacity?

- The most important decisions you make every day are about your brain.
- Learn the basics of what's happening in your brain moment to moment.
- Discover what aspects of your capacity you can influence, and how to do so.
- Find out how to improve your nutrition, exercise, and sleep management strategies.

How can you manage your personal, team and organizational capacity?

- Learn about state management – what it is, why it’s important, when to use it.
- Learn how to prepare, practice, and perform better by managing your state.
- Discover your blind spot and how a coach can help you to see yourself.
- Find out ways to improve your relationships and interactions with others.

How can you use this knowledge to increase your productivity?

- Find out what learning looks like in your brain, and how to get there faster.
- Discover why we’re all knowledge professionals, and what that means for you.
- Learn how to leverage your capacity to produce even faster and better results.
- Find out how to increase your returns on your learning investments.

At the end of this workshop, you will be able to:

- Recognize your personal and team capacity and productivity challenges.
- Refine and implement your personal capacity-building action plan.
- Further develop and enjoy results from applying your personal learning plan.
- Apply your preferred strategies to improve your management of knowledge.
- Share your capacity building and productivity improvement learning with family, friends, and colleagues.

Participant Value?

- Anyone who wants to learn how to enhance, leverage and apply more of their natural capacity to achieve and enjoy more of their desired results – at work, at home, and elsewhere in their lives.

For more information, visit us online at www.BrainsInAction.com, or contact us at: (T/M) (613) 841-4332 / (TF) 1-888-384-6666 / jim.muckle@BrainsInAction.com

IS YOUR **Brain**
Doing Its **BEST** ?
Work For You ?