

# LIST ASSASSIN<sup>®</sup> TRAINING

## GET THINGS DONE WITH A KILLER TO DO LIST

Our world is increasingly complex. We receive more tasks than we can finish each day. We get bombarded with information and find it hard to switch off – even waking at 2am with a head full of stuff.

That's why you need a to-do list that works!

A killer to-do list can reduce stress, increase creativity and help you clarify everything that's on your plate.

List Assassin<sup>®</sup> is oriented around four habits – Capture, Organise, Review and Do. We simplify the best elements of productivity methodologies such as '7 Habits,' 'Getting Things Done' and 'Zen to Done' to help you thrive in a busy world.

List Assassin<sup>®</sup> is typically taught in two parts (A & B) because people do better if they practice just a few habits at a time.

[CLICK HERE FOR WEBSITE](#)

**DATE** TBC

**TIME** 3 hrs (Part A) + 3 hrs (Part B)

**VENUE** In house for 8-20 ppl

**COST** \$2300 (exc GST) for training & follow up todo app videos excluding venue & travel costs

### LIST ASSASSIN<sup>®</sup> OUTLINE

#### PART A

##### HABIT 1 CAPTURE

Write down every action that has your attention in real time (clear your head and don't miss an idea).

##### HABIT 2 ORGANISE

Understand projects and tasks, then make your list 'tick-able' by using the Next-Action Format.

#### PART B

##### HABIT 3 REVIEW

Review your list each week to keep it current; make weekly planning a habit (same time and place).

##### HABIT 4 DO

Use your list each day to shape what you do.

#### NAVIGATING APP LAND

Find a to-do app that compliments the way you work (yet start with the habits!)



**This course was extremely useful and should be made compulsory for all managers.**

DIRECTOR, CONSUMER AFFAIRS & TRADING, DEPARTMENT OF JUSTICE

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