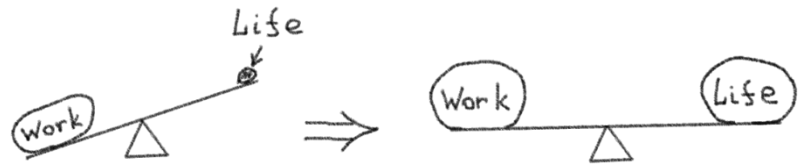## 1   About the workshop

The main objective of this workshop is to sharpen necessary and sufficient skills to **accomplish more** with **less stress and efforts** and guide toward better work-life balance on a **win-win** basis. It means that successful students might be able to achieve more on his or her job and personal life at the same time (not one on the expense of other).


Successful students also will be able to:

1. **Control** their results and **commitments** (even in **tight deadlines** and under **high uncertainty**),
2. Explicitly **complete tasks** and assignments (most of them ahead the deadline) instead of leaving them in "nearly ready" state forever,
3. Become **more loyal** to the company due to improved work-life balance

2   Workshop concepts

To make the workshop easy and helpful it has been designed to be:

1. **Fun and simple**. Everything is explained by means of hand-drawn characters and humor (sometimes cynical).
2. **Practical**. More than 50% of workshop time is devoted to practice, exercises and discussions. The main goal is not to teach students something new, but let them try and to decide for themselves what can work for them and what cannot.
3. **Applicable**. It has concrete ready-to-use recipes based on Outlook and other productivity applications.
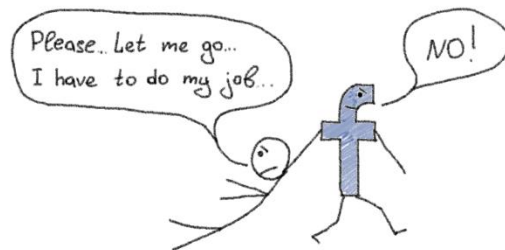
The practical application is valued over the conceptual gracefulness. For example, one can hear something like "washing the dishes to wash the dishes". It sounds promising, reasonable and very simple but how to reach such a state? Very few people realize that these words were said by a Buddhist monk who has devoted almost whole his life to reach the state like this (with varying degree of success by the way). During the workshop we are going to work on picking low hanging fruits - the practices that can give us quick easy and significant profit (so there would be no necessity to become a monk or practice for decades).
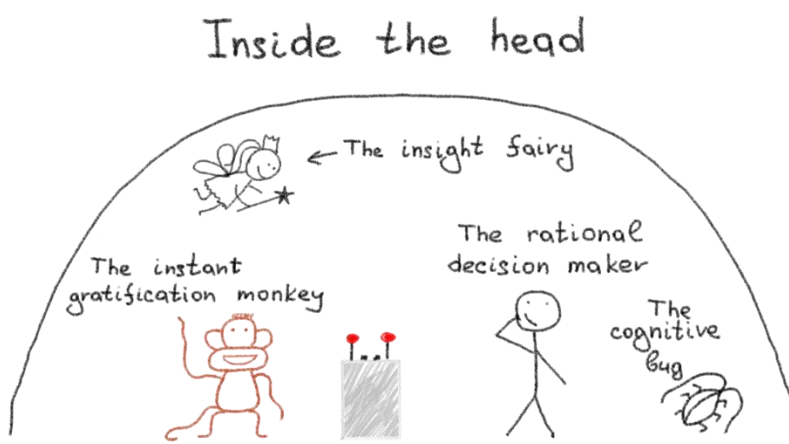
The workshop has built on the assumption that we are not as rational and mindful as we use to think. And if so, lot of well-known advice like "do important stuff before checking facebook" or "do not procrastinate valued tasks until the last day midnight" simply do not work and we need something different since there is a huge gap between "to know what to do" and "to do what is known".

In spite of the fact that the workshop looks funny and entertaining it has a solid theoretical background and every practice and tip has justification from point of view of modern behavioral science.

3   Workshop program

The workshop consists of 3 sessions by 4 hours each and 2 videoconferences (1.5 - 2 hours each) several weeks after the workshop.

3.1   Day 1

1. How do our minds work? Daniel Kahneman's and Tim Urban's models. What does instant gratification monkey do in my head? What cognitive biases are and how they affect our day-to-day work?
2. The concept of limited self-control. The concept of Mindfuel. Why do we think that we do not have time but rarely assumes that we lack of mind?
3. What mindfulness means and how we can save our mindfuel?
4. Why some ToDo lists do not help and how to create ToDo list that works (for your monkey).

3.2   Day 2

1. Working with projects. Methods of "magic fairy" and "rational flaneur". How to maximize the probability of success in a highly uncertain environment? How to make uncertainty your best friend (instead of suffering from it)?
2. How to use brainstorming to find the best possible solution.
3. How technology hijack our minds and how to prevent it?
4. Daily retrospectives

3.3   Day 3

1. Weekly retrospectives.
2. How to match tasks, projects and goals? High level reviews. Global priority.
3. Discussion of specific task and project management software.
4. Setting up personal environment

3.4   Post-training videoconferences

During videoconferences all participants are welcomed to share their screens and demonstrate how they apply the knowledge and follow the techniques discussed during the workshop.

The main goal of these videoconferences is to share the knowledge among the group and get feedback from the trainer.

4   About the trainer

The trainer and author of the workshop is Maxim Dorofeev who is well known in Russia.

Most of his career was concerned to management in IT and software development. At some point, Maxim has realized that personal efficiency (in the world attention deficit and of information surplus) become the necessary basis for everything else. It is nearly impossible to introduce new methodology and/or start process improvement initiatives when key professionals within the organization are overloaded and torn between meeting and e-mails (instead of doing a real job). After that, he started to use his experience and achievements of modern psychology (as well as Buddhist tradition) in order to help other people to accomplish more reasonable things and to start having a personal life.

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