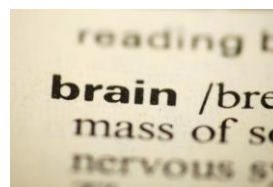
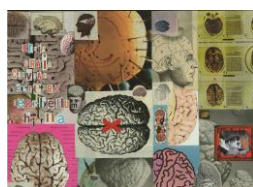


Managing Information Overload

Work smarter, Save time, Increase your productivity



**Do you want to work smarter and faster?
Do you want to increase personal productivity?
Are you suffering from an information overload?
Then don't miss this training!**



Information overload is the biggest challenge in today's business environment. The explosion of information and continuous pressure to increase productivity make it necessary that we acquire techniques to learn faster, and process information in less time and with less stress.

The training experience equips participants with resources, knowledge, skills and techniques that will enable them to process information more efficiently, learn faster, remember more, work smarter, set specific and measurable goals, and increase self-motivation.

The program is based on the research in the area of the Cognitive Neuroscience. It combines lecture materials with engaging hands-on activities and exercises, allowing easy transfer of new knowledge and skills to the work place.

You will learn to implement techniques to achieve the following:

- Increase your productivity
- Process information more rapidly
- Learn better with better comprehension
- Improve memory skills
- Read more effectively
- Be more focussed
- Set goals

This concept is recognized for the unique way it has been integrating known and proven techniques and tools to deal with information overload. By being in control you' will be less stressed and feel more balanced.

All attendees of the program Managing Information Overload:

- receive the Business Brain (e)Book by Jan-Willem van den Brandhof
- will learn how to use mind mapping software to create digital mindmaps
- will get access to BSacademy's online Speed Reading tool. This application is developed to practice reading from screens and to raise your reading speed.

*Ten thousands of people around the world have experienced this program.
Many stated: this is life changing and so useful in both professional and personal life.*

Module 1: Information Overload

-Topic: Thriving in the knowledge economy. What can you do to process information faster, gain time and create a better work and life balance?

Module 2: The Human Brain

-Topic: Making the best use of your brain every day. How does our brain process information?

Module 3: Mind Mapping

-Topic: Using your whole brain to process information, plan & manage projects and set goals. Learn how to create and share information using mindmaps (on paper and using Mindmanager on screen).

Module 4: Memory

-Topic: Learning faster, remembering more, and improving performance. How does our memory work? Learn techniques to improve it instantly.

Module 5: Effective Reading

-Topic: Reading faster
Effective reading is an important technique in saving time. Measure and improve your reading speed (on paper and using Speed Reader on screen).

Module 6: SMART Goals

-Topic: Setting specific, measurable, agreed, realistic, and time-related goals. The importance of goal setting and how to work SMART.

Module 7: Motivation

-Topic: Motivating yourself through autonomy, mastery, and purpose. The difference being motivated, concentrated and focused.