



Mind Mapper
Shape Your Mind

A DAY LONG EXCLUSIVE WORKSHOP

PRODUCTIVITY HACKS:

Achieve More
in Less Time!

by Md. Zaved Parvez



Session Date: 9 September 2023
Last Date: 5 September 2023

Workshop Overview

- Are you bombarded with lots of priorities?
- Do you often miss important tasks resulting in struggle in the last hours?
- Are your manager/stakeholders becoming unhappy with your nonperformance?
- Are you stressed all the time?

These days we are bombarded with numbers of priorities coming from multiple sources. Many times, we are compelled to juggle balls without even knowing the actual impacts. We just become the victim of the situation. Thus, the most valuable resource of our life - Time is wasted. We end up being average!

Zaved Parvez's 'Productivity Hacks: Achieve more in Less Time!' is a scientific process that will make you understand the real priorities of life and thereby will dramatically increase your capability to achieve the highest goals.

With years of experience in People Transformation, Zaved crafted the program to ensure measurable increase in productivity as well as to provide a renewed sense of engagement and accomplishment. In this program we learn to use scientific techniques to track and measure our productivity.

Altogether, join the 'Productivity Hacks: Achieve more in Less Time!' session with Zaved and by practicing the tools and techniques, increase your ability dramatically to achieve your goals in 5-week time, and of course with less stress!

Workshop Methodology

- Audio-visual presentation with storytelling approach.
- Learning based on real life experiences.
- Contextually focused video clips.
- Scientific tools and techniques to measure productivity.
- Weekly follow-up on productivity pledges (for next 5 weeks).
- Productivity increase measures (now vs. after 5 weeks) to ensure ROI of the training.

Workshop Outline

- Part 1: Be Smart to identify your real priorities.
 - Know the Urgency Traps.
 - Be proactive to work on the Important things.
 - Learn how to filter out important priorities from distractions.
- Part 2: Define your Future Self.
 - Do not settle. Identify your potential to reach the desired 'Future Self'.
 - Identify your most important professional and personal goals.
- Part 3: ScrumLife techniques – secret of your Super Productivity.
 - What's ScrumLife?
 - Create the Work Backlog Chart
 - Do weekly and daily planning.
 - Use technology to produce more.
- Part 4: Stretch yourself. Don't get stressed.
 - Renew yourself daily on 6 core areas – Body, Thought, Emotion, Spirit, Relationships and Finance.
 - Make your resolution plans (for next 5 weeks).
 - Write down your productivity pledges (for next 5 weeks).

Food and Beverages Guidelines:

During the training outside food and beverages are discouraged to be brought by participants.

Workshop Date 9 September 2023	Last date of registration 5 September 2023	Time 9 am to 6 pm	Venue Impact Hall by Mind Mapper
*Corporate discount for groups of 05 and above		Fees BDT 6000 (Six Thousand Only) for individuals BDT 5000 (Five Thousand Only) for 5+ people group	

For registration: +88 01325 886 748, training@mindmapperbd.com

Resource person

Md. Zaved Parvez

Business and Life Coach
Head of People, Augmedix Bangladesh

Zaved Parvez got eighteen+ years of professional experience in the tech and digital industry. His versatile experience spans from Technology to Finance to Human Resources. Before he moved to Augmedix Bangladesh, he had been one of the top-rated talents of Robi and Axiata Group.

People development is his passion. Being a Certified Business & Life Coach, Zaved helps people to identify and ignite their potential within. He has introduced his unique coaching methodology called RY (Restart Yourself) which transforms people towards success, joy and fulfillments. Zaved's lecture series on potential and fulfilling life is available on Facebook and YouTube. He talked in different national and international forums including TEDx on his RY philosophy and teaching.

Zaved is the visionary leader and founding Trustee of non-profit social organization – "Dreams For Tomorrow". The organization works towards knowledge-based development for the school students.

Zaved completed his BSc in Electrical & Electronics Engineering from Bangladesh University of Engineering and Technology (BUET) and MBA from American International University of Bangladesh (AIUB). He went through numerous learning and development interventions including Harvard, INSEAD, IMD etc. He is a Certified Trainer from Franklin Covey Co. USA.

Zaved wrote inspirational books – 'Restart Yourself', 'Ami-e Amar Neta', 'Tumio Parbe', 'Cholo Shopno Dekhi'.

He is the official Bengali translator of New York bestseller book 'Sure You're Joking Mr. Feynman!' In addition Zaved got a couple of international publications.

Out of his special passion towards teaching, Zaved is serving as an Adjunct Faculty at Bangladesh University of Professionals (BUP) and East West University (EWU).



**YOU ARE THE CEO
OF YOUR LIFE.
TAKE CHARGE OF IT.**

Mind Mapper Bangladesh

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