

Thinking Tactics Course Description

As a professional, you are paid to *think*—to figure out what the company or the client should *do*. Whether you are a manager or an engineer, a lawyer or a marketing specialist, you solve problems for the business, make business decisions, and dig up facts the business needs. You are the brains of a company. When your thinking gets stuck or slowed down, the business gets stuck or slowed down.

In *Thinking Tactics*, you learn to become your own mental efficiency expert. You learn to identify mental obstacles and to surmount them with confidence.

In the morning session, **Concentrating the Power of Your Mind**, we focus on tactics to ensure you can tap into your experience and expertise, even when it's noisy, there's no time, there's too much to think about, or you can't settle down. In this workshop, you learn a technique that helps you switch mental gears and avoid losing your place, so you can think effectively despite interruptions. You learn tactics to identify and conquer mental obstacles, including overload and confusion. You learn how to spot internal conflicts and vague goals that can derail you—and how to get your thinking back on track.

In the afternoon session, **Making Complex Tasks Fit in People-Sized Brains**, we turn to thinking tactics that help you tackle long-term, complex projects without bogging down or burning out, so you can avoid wasting effort and get the job done. On such projects, it is impossible to consider all the details and anticipate all the possible contingencies in advance. In this class, you learn that you cannot expand your mind to deal with every issue at once; you need to reduce the issues to the essentials, constantly incorporating new information as you go. This is a process of “Just in Time Planning,” which consists of four tactics that help you plan and prioritize difficult, amorphous, and open-ended projects. You learn how to keep your thinking (and your work) flowing productively so you can get the job done.

Most people solve thinking problems in an ad hoc manner. In *Thinking Tactics*, you learn a flexible system of practical techniques—a system that ensures your thinking gives the best possible results in the available time.