

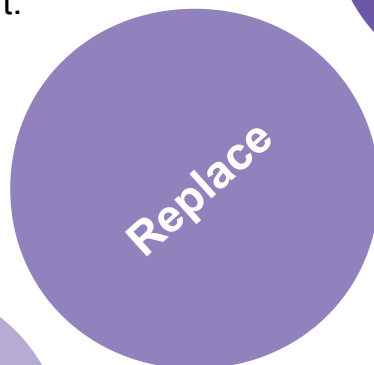
# SIMPLICITY™

Does your life seem more complicated now than in the past?  
Does work seem to demand more rules and paperwork?  
Are your work spaces more cluttered as time goes by?

Life evolves to be ever more complex. Simplicity does not happen naturally. It takes a focused, deliberate effort to keep things simple.

By simplifying your life and your work, you save time, reduce workload, and maintain your sanity.

But simplicity is not natural. It takes a little effort. You must want it.



Simplicity is a simple process.

We remove whatever we can.  
We replace what we cannot remove.  
We restructure what we cannot replace.

Reclaim your time, your space, your self.  
Simplify your life. Form habits to keep it simple.  
Use the Simplicity tools to make simplicity a way of life.

Let us show you how.



**Edward de Bono Training Pte Ltd**

*A Subsidiary of Thinking Management Techniques Pte Ltd*

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## **SIMPLICITY™ Course Outline**

### **Why you should attend**

Modern life is complex and demanding. You have so much to do and so little time. Simplifying your life and work can free up time and reduce stress. You can focus on what really matters.

- Clarify what you want in life and work
- Save time, reduce cost, lessen stress
- Streamline business processes
- Cut down non-essential paperwork
- Develop efficient routines

### **What you will learn**

Know what simplicity means to you. Outline what benefits you want to enjoy from simplifying. Learn a systematic process to simplify any area in your life. Form the habit of keeping things simple.

- Ten rules of simplicity
- Five Remove tools
- Four Replace tools
- Restructure tool
- Broad vs narrow views

### **How you will learn**

Thinking is a skill, just like tennis. You cannot learn a skill by merely reading about or watching it. You have to practise the skill yourself and get feedback from a trained professional.

- Presentation of Simplicity tools
- Examples of how each tool is used
- Hands-on practice for each tool
- Group discussions to learn from others
- Feedback on how to improve your thinking

### **Who should attend**

Some people have already made a deliberate effort to simplify their lives. Everyone else who has not done so will benefit from this course.

- Leaders of businesses and teams
- Managers of business systems
- Designers and system builders
- Executives running business processes
- Anyone seeking better time management