

# Introduction to AIM for Training Managers and Professionals

## AIM helps an individual to:

- ◆ work more effectively with less effort
- ◆ experience less stress as result of working
- ◆ achieve a healthy work to life balance while enhancing personal productivity

## AIM helps an organization:

- improved staff performance
- foster happier workers
- achieve a positive, productivity enhancing, approach to stress management

## AIM helps the training manager:

- offer a unique work place program that doesn't take people out of the office
- provide a practical means of addressing tricky productivity and change issues
- run a low risk, low entry cost, low profile mentoring plan with high impact and ROI



*"I know it's in there  
SOMEWHERE!"*

**AIM addresses the fundamental issue of information overload and its detrimental consequences in the modern workplace.**

**Learn how to organize yourself to avoid experiencing the adverse side effects of information overload.**

**AIM shows you how to achieve more with less effort.**

**Few of us, in fact almost no one, has been taught how to work in the modern world of work.**

Using AIM an organization can help its workers to address this fundamental oversight in their experience.

Earlier generations of workers suffered muscle fatigue as a direct result of work. Modern workers suffer stress, emotional fatigue and inappropriate unhappiness as a consequence of working in the information age.

Learning how to handle information flow within yourself effectively eliminates the unproductive stress of work.

**Tactically deploying AIM as part of your training strategy has a broad based impact very few training programmes can achieve.**



*Improving Personal Management skills avoids information overload and associated negative feelings*



**Good time management skills are a consequence of good self management, not a set of skills practiced in isolation**

**One of the many effects of AIM is improved time management skills, more gets done in the same time. Remarkably this is also achieved with less effort.**

Another effect is likened to a knowledge domino cascade, as one CEO of a public company said, ***“learning how to work with information made all the knowledge and expertise I already have more accessible and useful, I wish I had learned this years ago before going to college.”***

Yet another effect is how group dynamics spontaneously improve as an increasing number of people start following and using the AIM principles. **It rubs off on everyone.**

Observing this effect in action led us to our preferred deployment method of starting with a single pilot group and letting it be known that other groups are available to join. This low key approach is perfect in almost all work environments.

**It is easy to think that AIM is only office based. However, the same principles apply for people who work from their car or hotel rooms while on the road.**

The important part is AIM helps you to think about 'how' you go about organizing yourself, no matter where you find yourself working.

Creating and controlling your workspace, whether it be a desk, computer, email or your laptop and briefcase all conform to the same guidelines.



**AIM helps on the road or in the office**



**The first morning is a briefing session**

**An AIM group only ever meets together once, on the morning of the first day.** A group is more of an administrative arrangement for the AIM consultant than a working group for the members. At this first meeting your AIM consultant introduces him/herself, outlines what AIM is about, how and why it works and what will be happening over the coming months. By lunchtime everyone is ready to get started with the Clearing the Decks drill. A short video shows exactly what to do immediately they are back in their offices. After this one morning meeting all work is one-to-one at each person's desk.

During the afternoon the consultant visits each person (as they go through the Clearing the Decks drill) and takes the opportunity to get to know everyone individually. Subsequent meetings are scheduled.

Using the morning's discussion as a framework, specific points of interest or difficulty are often brought out, forming the basis of a contract with each person.

**Your consultant's warranty is to help each individual achieve their goal – no matter how many visits it takes. This warranty is built into the AIM price** and has no unforeseen contractual obligations for the organization.



*Managing personal attention drives productivity, and time management skills*

**At the heart of AIM is the fact that we all have a limited amount of attention to deploy.**

The process of work uses up attention. How effective a person is at using their reserves of attention not only determines their productivity and levels of stress but also their overall feeling of wellbeing.

Improving self management skills is as simple as improving how you manage your attention. Developing this fundamental skill is the focus of the AIM process.

**Everyone needs some personal support** in order to introduce AIM into their working life. Typically this is approximately one hour a month for between three and six months depending upon each individual, and to some extent their level and standing within the organization.

**Working through the structured AIM programme lets each person:**

- practice what each of the simple tools do.
- customize the AIM process to their needs.
- examine their personal style and situation.

Aim delegates **learn about the five basic types of information** they need to recognize, process and store to be able to create an effective workstation for themselves, anywhere.

Each type of information is stored and used in a particular way. Simple practical drills take each person through how to hang all the tools together in a way that works for them.

Most people know the majority of what we cover, what they have not had the chance to do is figure out the best way to make the tools work for them.

**Your AIM consultant works directly at each person's desk**, with all the problems and issues they directly face in their daily work, hard questions and issues cannot be ducked. As a result each person receives what they need from the programme, rather than having to use a 'one size fits all' solution that rubs and chaffs uncomfortably.

**Individual support and the person centered aspect of AIM means personal change happens spontaneously.** There is no need for AIM delegates to accept, change or adopt a new or revised belief system. Practical desk work results in natural personal growth.

**AIM is boringly practical, low tech, yet fun to do.** Eighty percent of AIM'ed people report long term productivity success and skills they carry from job to job.

Getting started with AIM is as easy as forming a single pilot group of eight people for a date agreed with your AIM consultant. It is always a good idea to have two additional people on stand by, just in case one of the preferred eight is unable to attend at the last minute. "Who should be in the first group?", and "What mix of people?", are two questions often asked. Ideally the most senior people in the area should attend, but that is not always possible. A top down roll out works fastest, in terms of overall impact, with the senior people leading by example. However, having said that, practicalities often dictate a broader mix in the pilot group. As far as the overall outcome is concerned for each person, the flexibility of the personal follow up work makes the first day's mix of people irrelevant. We have had situations where a CEO has been in the same group as the newest management trainee.



*Someone always gets called away at the last minute*

We do not provide any feedback to management about an individual, beyond what stage they have reached. It is important individuals feel free to explore their working methods without fear of being exposed or showing any weaknesses. This confidentiality is an important component of the AIM process. However, often AIM consultants are exposed to a wide range of issues and facts which gives them a strong overview of an aspect of an organization which they are able to reflect back to their commissioning manager.

The cost of an on site AIM programme is the same as for a single day of training off site. This is great value when you consider the follow up warranty we offer for the on site, at the desk mentoring each AIM delegate receives. Also, we offer an AIM Train the Trainer License which further improves the overall cost effectiveness, making rolling out AIM, as demand increases, very cost effective.

AIM is flexible, highly structured and deceptively simple, yet produces unique results for the individual and the organization. It is a powerful addition to any training or staff development programme, adding significant additional value to an existing strategy.

To book a pilot AIM group simply email [john@managingwork.com](mailto:john@managingwork.com) and we will call you back to make a suitable arrangement for a consultant to call. All we need from you is the use of your training room, or small office, with a TV and video player for the morning meeting.

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