



**Step 1
DEVELOP IDEAS**

First you **develop ideas**, if necessary together with your colleagues, using different techniques.

Important hints:
All ideas are welcome. Even ideas that seem outlandish should be included and evaluated later on in the process.



**Step 2
MAKE IDEAS REALISABLE**

The **most promising idea** is implemented as a **prototype**. This means that a version that can be understood by others is developed.

This can be a rough sketch for a layout or a product prototype made of Styrofoam.



**Step 3
EVALUATE IDEAS**

The **tangible idea** is now fed back. Depending on the requirements, more than one person should give their opinion. When it comes to new products in particular, it is essential to get **feedback** from different target groups.

Here you decide with your colleagues whether the idea should be pursued further.

**THINK LESS,
DO MORE**



**DESIGN MEETINGS
WITH A FOCUS ON
RESULTS**

- Set a time limit.
- Formulate tasks, expectations and an agenda.
- Develop ideas outside meetings.



e-learning

Think less, do more

Do you find it difficult to focus on a project? Do you get bogged down in ideas or overcomplicate your thinking? In meetings, does it seem as though every detail is discussed yet, in the end, there are pages of minutes but no results. As frustration increases – productivity decreases. There must be another way!

Start-up companies are showing the way: They have developed a “doer DNA” with which they are able to produce results quickly. In this training you will learn how to take action instead of getting stuck in endless thought spirals with colleagues.

Group of participants:

For all those who want to take action instead of getting stuck in endless thought spirals.

Duration: **approx. 0,5 hours**

Language:  

Learning objectives

- ✓ You know which characteristics make doers successful;
- ✓ You know which techniques help to get things done quickly and purposefully; and
- ✓ You know how to make meetings more result-oriented.

Contents

What makes a doer?

Why should I become a doer?

Perfection – and now?

Techniques to get into action

Designing meetings to achieve results

Become more of a doer



Information on the web

www.haufe-akademie.de/el



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