

## **Doing to Done Course outline:**

### **DOING TO DONE®: Productivity Made Simple**

DOING TO DONE® is a training program that aims to help enterprises establish and improve efficiency and life success by fostering goal awareness, understanding situations to organize thoughts, increasing focus, and reducing worries from overwhelming tasks.

Through practicing the Doing to Done framework and learning focused on visual aids and straightforward content, transforming chaos into clarity, participants will practice creating comprehensive management systems for both professional and personal responsibilities, boosting motivation for differentiated outcomes and quick wins, driving life towards success goals.

#### **Duration:**

- DTD Foundation DAY1:  
1-day course / session (9:00 am - 5:00 pm), 7 hours
- DTD Advance DAY2: Follow-up session for results tracking  
1-day course / session (9:00 am - 5:00 pm), 7 hours
- DTD Follow up: Action Learning online  
4-6 sessions (8-12 hours) per session, 2 hours each

**Number of Participants:** Up to 30 people per session

#### **Learning Methods:**

- Presentation & examples by instructors: 50%
- Practical exercises by participants: 50%

Classroom seminars, learning, presentations, group discussions, idea reflections, and case study examples by coaches will enable participants to practice using tools and engage in hands-on activities using prepared worksheets, as well as participate in group activities for learning exchange from both peers and coaches.

#### **Objectives:**

- **Understand key steps to enhance productivity:** Understanding the principles of improving work efficiency, goal awareness, current situation understanding, and organizing thoughts.
- **Deliver powerful action plans and planning schedules:** Transforming chaos into clarity, practicing hands-on in creating comprehensive management systems for both work and personal responsibilities, using the Doing to Done Toolbox to enhance efficiency.
- **Reduce Stress:** Reducing stress from overwhelming tasks.

**Benefits:**

- **Engaging Tools:** Tools to enhance work and life productivity, using visual learning aids that can be practically applied.
- **Simple Methods:** Simple and straightforward recipes, transforming chaos into clarity through examples and practice.
- **Build for Results:** Achieving differentiated outcomes, creating quick wins to step towards success, managing and designing life independently.
- **Small Wins:** Achieving simple success towards long-term results in life and business.
- **Less Effort:** Less effort, reduced stress, increased happiness, and creating more room for growth.
- **Implementation:** Easy to understand, yielding real results, inspiring motivation, and easy to follow.

**Facilitators:** Tatsawan Preedawiphath, PhD

DOING TO DONE® Certified Master Trainer and Coach

Speaker, Business Owner, Senior Executive Management, University Lecturer, and WIAL Certified Action Learning Coach with experience in enhancing work efficiency and life success.

Certified DOING TO DONE® Master Trainer and Coach, currently serving as Founder and Managing Director of Entrepreneurship Plus, a partner company of DOING TO DONE® Company, founded by Mike Williams.

Time	Session	
<b>DAY 1: Doing to Done Foundation</b>		
9.00-9.30	<b>WHY: BUSY PEOPLE LIKE US</b> Experience 1: The Life Map	30 mins
9.30-10.30	Experience 2: The Role Clarify Map	60 mins
10.30-10.45	<i>Morning Break</i>	15 mins
10.45-11.15	<b>HOW: DESIGN YOUR TRUSTED SYSTEM</b> Experience 3: Sweep It	30 mins
11.15-12.00	Experience 4: Transform It	45 mins
12.00-13.00	<i>Lunch Break</i>	60 mins
13.00-14.00	Experience 5: The Project Clarify Map	60 mins
14.00-14.30	Experience 6: Review It	30 mins
14.30-15.00	Experience 7: Do it	30 mins
15.00-15.15	<i>Afternoon Break</i>	15 mins
15.15-16.30	<b>WHAT: BUILD YOUR TRUSTED SYSTEM</b> Experience 8: Build Your Action System	45 mins
16:15-17:00	<b>NEXT: A FRESH START</b> Practice: Use Your Trusted System	45 mins

Time	Session	
<b>DAY 2: Doing to Done Advance (After Practice DTD 1-3 weeks)</b>		
9.00-9.30	<b>NEXT: A FRESH START</b> Pre-Workshop: DTD First Month Play Book <b>WHY: BUSY PEOPLE LIKE US</b> Experience 1: The Life Map: Business Cycle	30 mins
9.30-10.30	Experience 2: The Role Clarify Map: Digging Deeper	60 mins
10.30-10.45	<i>Morning Break</i>	15 mins
10.45-12.00	<b>HOW: DESIGN OUR TRUSTED SYSTEM</b> Experience 3: Win, Sweep It & Transform It	75 mins
12.00-13.00	<i>Lunch Break</i>	60 mins
13.00-14.00	Experience 4: Share Your Trusted System	60 mins
14.00-14.45	Experience 5: Win, Review It & Do it	45 mins
14.45-15.00	<i>Afternoon Break</i>	15 mins
15:00-16:00	<b>NEXT: DOING TO DONE FOR BUSINESS</b> Experience 6: The Project Clarify Map: Business Matrix	60 mins
16.00-17.00	<b>WHAT: BUILD OUR TRUSTED SYSTEM</b> Experience 7: Build Our Action System Experience 8: Build Our Trusted System	60 mins

Time	Session	
<b>DAY 3-8: Doing to Done Follow up sessions (after 1-2 Months)</b>		
10.00-12.00	<b>WIAL Action Learning Coach</b> (4-6 sessions) 6-8 participants per session	2 Hours