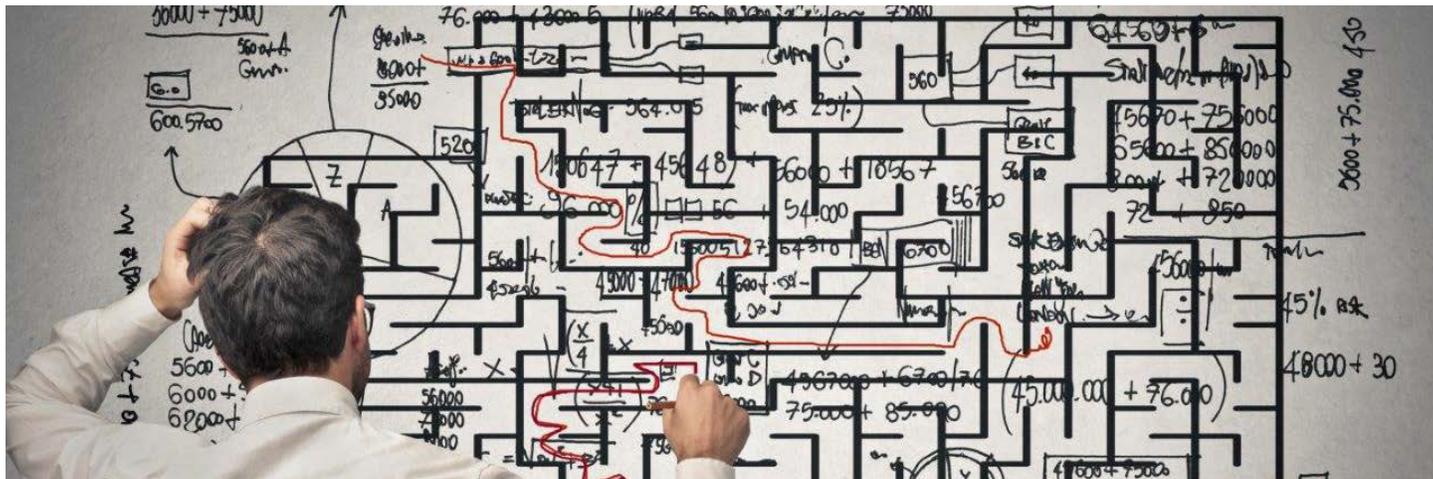


**Program Overview**

**Killing Complexity – How to Embrace Simplification and Get to the Work That Matters**



*Killing Complexity* is designed to help participants move beyond the feelings of frustration and futility that come with so much unproductive work in today’s corporate world, to create habits that enable us to focus on simplicity and do more valuable work.

By learning how to identify unnecessary tasks, eliminate redundancies, and make simplification a habit, you’ll quickly learn to recognize which activities are time-sucks and which create lasting value. By eliminating low-value work, you’ll feel less overwhelmed, more empowered, and able to spend each day doing things that matter.

**At the conclusion of this course, you’ll be able to:**

- Know how to identify areas for simplification
- Understand which tasks take the most (unnecessary) time both individually and as a team
- Learn techniques to make simplification a habit
- Start to create a culture of simplification and exemplifying its practices

**Activities and Tools:**

Activities and exercises are centered around the five key areas of the simplification process, designed to eradicate the unnecessary and self-imposed complexity we often create.

1. **Awareness Building:** Defining complexity, meaningful work, and simplification benefits
2. **Identifying:** Simplicity Barriers and Behaviors
3. **Prioritizing:** Killing Complexity
4. **Executing:** Embracing M-U-R-A, Tactics for Simplification
5. **Habit-forming:** Personal Complexity Quiz, Developing a Simplification Code of Conduct

*“It was great! How we define what’s ‘simple’ is key... This makes me think differently about how I can do work.”*  
- Fidelity Investments



*“I’m inspired to escape complexity and embrace simplicity, so I can engage in more valuable work.”*  
- Time Warner

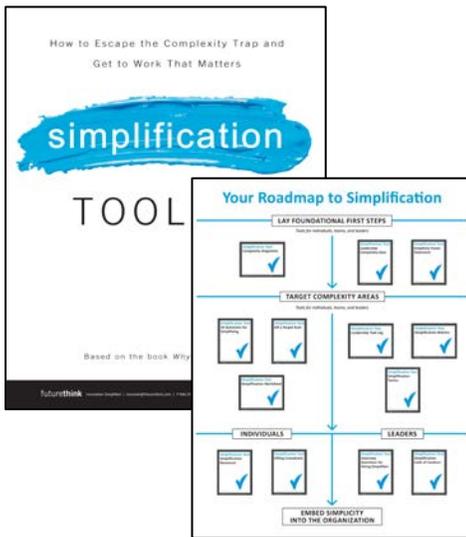
**Simplification Toolkit**

**Escape Complexity Traps and Get to the Work that Matters**

The Simplification Toolkit delivers tools and resources that enable organizations and individuals to choose a more simple work ethos. Utilizing a step-by-step approach, this Toolkit contains all the essentials necessary to detangle organizational and individual complexities!

**Developed specifically for today’s professionals and organizations**, this Toolkit enables leaders and their teams to simplify processes, generate more valuable ideas, and achieve measurable simplification efforts.

**WHAT’S INSIDE?**



**Includes 13 How-To Innovation Resources:**

- **Diagnostics:** Complexity Diagnostic, Leadership Complexity Quiz, Leadership Task Log
- **Tools:** 50 Questions for Simplifying, Simplification Worksheet, Killing Complexity, Kill a Stupid Rule, Simplification Tactics, Simplification Metrics, Simplification Code of Conduct, Interview Questions for Hiring Simplifiers, Simplification Resources

**Roadmap to Simplification** serves as a visual guide for how enclosed tools speak to specific simplification needs.

**Audience:** Specifically designed for organizations and individuals who are focused on overcoming complexities and getting to the work that matters.

**Dynamic action plans and worksheets** ensure that key lessons are applied to your organization’s challenges. (See more below)



**Every tool contains:**

- Introduction
- Facilitation Guide
- How It Works
- Sample Worksheets
- Blank Worksheets
- Discussion Questions

**Introduction** explains the tool, when to use it, and often provides a 90-second QuickWin video for illustration.

**Step-by-step approach** includes discussion questions and tips for facilitating.

**Blank worksheets** can be completed individually or printed in preparation for leading a team meeting. Sample worksheets are provided for reference.