

My Weekly Checklist

Stage 1: Get all of my inputs back to zero

Collect...

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Capture ideas thoughts nags, worries and anything else. Think about...

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Organise, get back to zero, and go through the Ninja decision-making process to get new actions recorded on my Master Actions List. Make sure I'm at zero on...

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Stage 2: Get my second brain up to date

Calendar/Diary:

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Master actions list:

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Waiting for list:

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Projects list:

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Stage 3: Think ahead

Projects list:

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Master Actions list:

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Good ideas park:

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The wider world:

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Stage 4: Get ready

Packaging and preparing:

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People:

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Attention management:

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Stage 5: Questions

Focus, Ruthlessness, Resistance, Health & Fitness, Relationships, Hobbies and Happiness:

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My Daily Checklist

Calendar:

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Big rocks:

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Resistance:

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Attention Management:

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Dependencies:

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How to be a
**PRODUCTIVITY
NINJA**