THINK
productive

How to be a Productivity Ninja

- Avoid distraction
- Get your best work done
- Make space for what matters



Hello and welcome to “How to be a Productivity Ninja”!

Here are some tips to get the most out of today's session:

- **Make it interactive.** Our Productivity Ninjas are selected because they have a deep love of all things Productivity. Don't be afraid to ask them questions. They LOVE questions.
- **Make it real.** We'll be using some of today's techniques in relation to your own work and doing all we can to help you actually implement things immediately. This stuff is useless if kept theoretical, but pretty magical if applied to your real work. So jump in!
- **Be aware of your resistance**. It's sometimes difficult for people to talk about their work, habits and thoughts. There may be moments today when you feel resistant to some of the techniques presented. Contrary to popular belief, you don't have to be "naturally organized” to have a great productivity system. Give it a go!
- **Use today to experiment with new things.** At the very worst you can ditch them at the end of the day and go back to your comfort zone … but who knows, you might just surprise yourself with some amazing changes.
- **Enjoy it.** Today is a bit like taking your car in for a service - it's your chance to reflect on how you work: refresh, update, tweak, perfect, change and develop.

At Think Productive we are passionate about helping people with demanding jobs, endless emails, unproductive meetings and a need to get things under control.

Ask us about our full range of learning events and culture consultancy.

Capture & Collect Examples

Here are some prompts to help you download and capture all your tasks and projects

Work	Home
Projects already under way	Big events and special occasions
Commitments/promises to others	Bills, money and finance
Messages to send/respond to	Children and school
Meetings to call/prepare for	Chores and errands
Events planning	Commitments and promises to others
Admin	Days out and activities
Key customers/accounts	DIY and home improvements
Marketing and sales	Morale and mood
IT, systems & processes	Exercise and nutrition
Strategy	Groceries and meals
Presentations and reports	Relationships and friendships
Professional learning and development	Self-care and fun!
New Projects upcoming or to start	Shopping and errands
Writing/creating/designing to do	Social events
Logistics and travel	Trips and holidays
Team: delegation and development	Vehicles and travel
What else can you think of?	**What else can you think of?**

Organize: Project List

This is a list of all of the things you ore trying to achieve.



Give your Projects clear names that describe the end goal or desired outcome, such as "New website launched".

Work projects	Home projects	Other

Organize: Action List

This is a list of the next physical actions that you need to do to bring your projects closer to their desired outcome. Try to think of one next action for each project.



Try using a format like "Call Fred re report" or similar (i.e. verb, object, subject).

If you are trying out contexts, here are some examples to get you started: @computer, @phone, @errands, @home, @think, @read, @write, @boss/team.

Organize: Waiting For List

This is a list of all the things that you ore waiting for from others.

Person	What you're waiting for and date to chase

Organize: Good Ideas Park

You can use this to record all of your Good Ideas to make sure you don’t forget them. You should aim to check in with these every so often, soy at the beginning of each month.

Review:
Weekly Checklists Example

This is an example of a Weekly Checklist.
You can use this as inspiration when creating your own.

Stage 1 – Get my inputs back to zero

- New ideas in my head -capture them now!
- Process email inbox back to zero
- Voicemails? Slack? WhatsApp? LinkedIn? Twitter? Anything to follow up there?
- Notes and actions from meetings
- Receipts and business cards etc. in my wallet

Stage 2 - Update my Second Brain

- Go through Second Brain - are my lists up to date?
- Review Waiting For List -any resolved, or overdue and need reminding?
- Review @Waiting and @Action folders in email
- Go through Calendar, 1 week behind, 2 weeks ahead - any invites, actions or follow ups?

Stage 3 - Think ahead (like a Boss)

- What are my big priorities, deliverables and deadlines for the week ahead?
- Review Projects List - status, progress, timeline, add new actions to Master Actions List
- What can I delete or be Ruthless about? Can I renegotiate commitments to focus only on what creates impact?
- When will my capacity, energy and attention be best next week-what will I do when?

Stage 4 - Get ready

- Travel plans and logistics -times, tickets, hotels etc. (make it smooth next week!)
- Any printing or preparation needed for upcoming meetings?
- Get all files/ papers I need ready for the coming week on my desk/ in my bag
- Any people who I need to (re)confirm plans with, or talk to about upcoming activities?

Stage 5 - Questions

- What tasks am I resisting, why, and how can I overcome it?
- What am I going to love or hate this week?
- What can I be ruthless or renegotiate about to focus only on what creates IMPACT?
- What's helping or hurting my productivity? Am I a productivity ninja?
- How's my diet going? What can I do next week to keep it on track?
- Am I making time for life outside work? If not, plan it now.

Review:
My Weekly Checklists

Create your own Weekly Checklist!

Stage 1 – Get my inputs back to zero

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Stage 2 - Update my Second Brain

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Stage 3 - Think ahead (like a Boss)

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Stage 4 - Get ready

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Stage 5 - Questions

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5 Ways to do it like a Productivity Ninja

1

The Post-it Note Ritual

Don't check your email first thing, check your calendar and yourself first!

Start the day by writing a daily to-do list & small post it.

Its size serves as a reminder that you can't do everything!
Try to focus on the high impact stuff.

2

Stop Phone Faffing!

Turn off notifications.
Let's admit it - will-power is overrated!

Limit access to your phone and distracting apps when you need focus. There are apps out there that can actually help you do this - we handpick the very best of these on The Productivity Ninja Academy

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3

Don't Multi-task ... Mono-task

Do one thing at a time.

Turn email and messaging off for at least a small part of your day.

4

Manage Your Attention

Your best attention (what Graham calls proactive attention) is in short supply.

You have 2-3 hours of it each day. So, match the hard stuff to your best attention, and hold back easy stuff to do when you're frazzled!

5

Face Your Fears ...

Overcome procrastination by getting to know your Lizard Brain and noticing when it's trying to protect you unnecessarily.

Your Lizard Brain is the 'fight or flight' part of the brain. It hates risk, standing out, new frontiers and being judged. It'll do anything it can to scare you into inaction.

The CORD Model Summary

Collect

Capture your thoughts, commitments & nags.

Free up valuable headspace by using a Second Brain for remembering your to-do's. That way your real brain can be liberated for more strategic and complex thinking.

Organize

Organize your Actions and Projects in your Second Brain.

Give your Projects clear names that describe the Desired Outcome (or the end goal of the project). Set out the next Physical Action.

Review

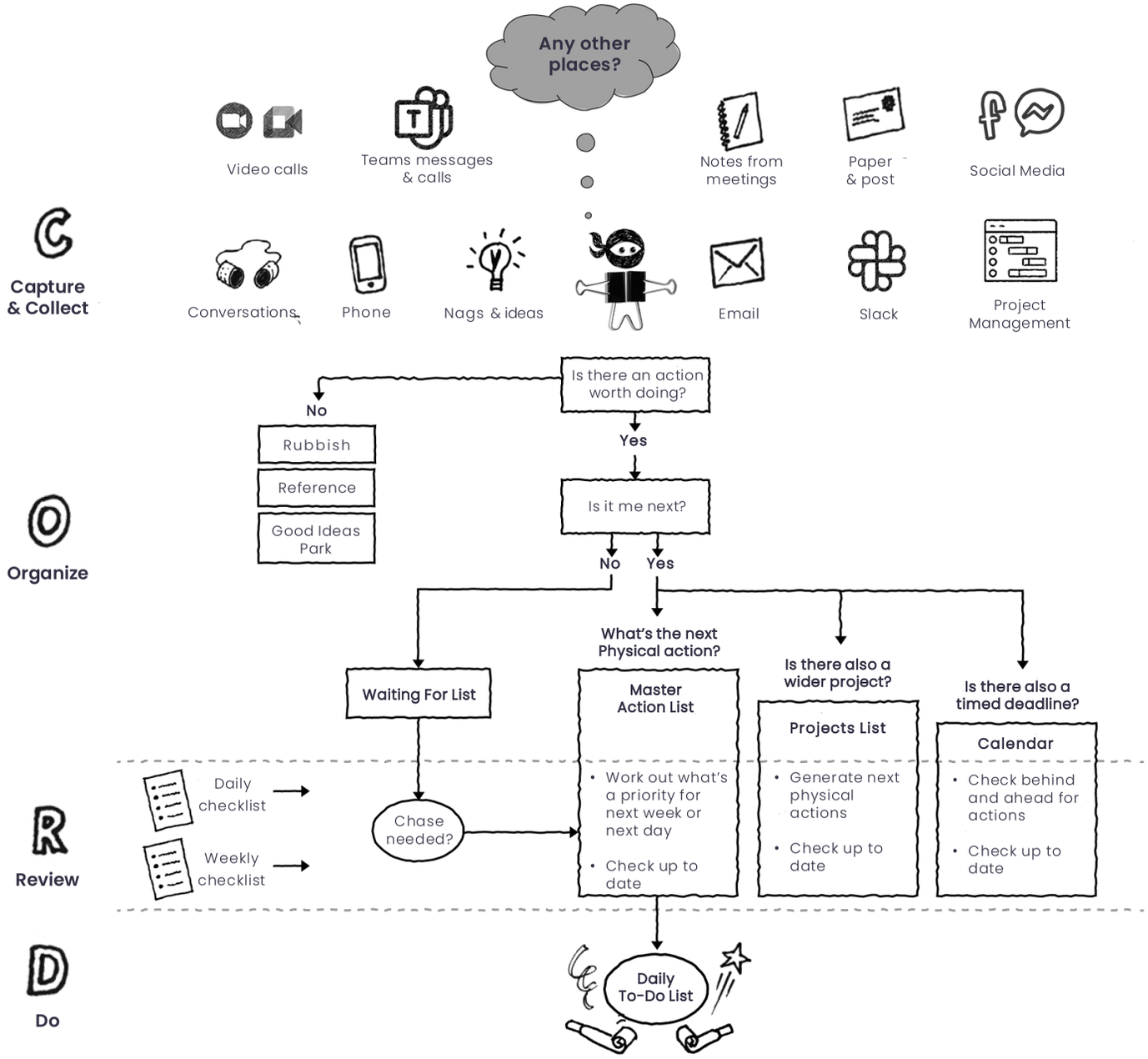
Keep on track with Daily and Weekly Reviews.

Keep things in perspective. Use checklists to help re-focus and re-prioritize. Keep your Second Brain fresh so that you trust it. .

Do

Aim not to get MORE things done, but to get the RIGHT things done.

Start your day with momentum (eat the frog!) and find ways to keep it going by managing your attention and energy.



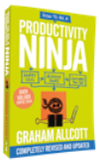
You can also download me on the Productivity Ninja Academy

Notes

Notes

What's next?

Head over to the Productivity Ninja Academy from today, where you'll find your slide deck and this workbook to help achieve your personal action plans. (You'll gain access as soon as you complete your Survey at the end of this Workshop).



Deep dive into Graham's "How to be a Productivity Ninja" book (your eCopy is waiting for you in the Academy).



Start a conversation in your team about how you can support and keep each other accountable with your action plans.. Your Productivity Ninja can come back to help facilitate this.



Last but not least, find a way to celebrate you sticking to your new habits and tactics. Really savor the feeling of having made space for what matters and shout it from the rooftops to inspire others (and yourself!).



Find us on Social. We'll help keep you on the straight & narrow!

You've got this!

The Think Productive team!

THINK productive

Find out more

We can help your entire organization make space for what matters by getting back in control of workloads, emails and meetings.

Contact your nearest office

www.thinkproductive.com

Share your productivity journey!
@thinkproductive
#ProductivityNinja