

PRODUCTIVITY NINJA™ GUIDE TO FLEXIBLE WORKING

PRODUCTIVITY NINJAS GET STUFF DONE ANYWHERE...

Whether you're working from home, the office or anywhere else, there are some simple things we can do to give you balance and sustainable productivity. Developing your Productivity Ninja skills will build your focus, help you get stuff done and reduce your stress!

our top **5** tips for flexible working

1 FOCUS ON THE *RIGHT* THINGS

The Pareto Principle: 80% of your impact comes from 20% of the things you do. Make sure you're setting clear goals and expectations for the day ahead:

PICK YOUR TOP 5 MUST DOS
& TICK THEM OFF AS YOU GO...
IT'LL MAKE YOU FEEL GOOD TO SEE
PROGRESS.

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OVERWHELMED? BREATHE... THEN DO A BRAIN DUMP

2

When we get to a place of overwhelm or close to it, our pre-frontal cortex (our thinking brain) switches off and our amygdala (our primitive or lizard brain) takes over. It stops us thinking well and making good decisions.

Two things can make a BIG difference:

FIRSTLY, BREATHE! BIG BREATH OUT...BIG BREATH IN

Once we get our lizard brain under control we re-engage our pre-frontal cortex and we can start thinking more clearly

finish
quarterly
reports

set up
team
meetings

plan
holiday
Sept

tax return
due weds

book doctor's
appointment
for Lucy

Business
development
day

schedule next
exec team
planning
session

Yoga class
weds
book spot

Lunch with
mum on
sunday

THEN DO A BRAIN DUMP

Dump down onto paper everything that's in your head

One thing on each piece of paper

Keep going until it's all out... (yep, keep going...)

Now you can work with sorting and picking your key priorities

Store your lists, projects & tasks in your second brain (see #4)

FOR MORE TIPS AND IDEAS ON FLEXIBLE WORKING...

WWW.THINKPRODUCTIVE.COM.AU

OR CALL US TO CHAT 02 9981 1113



think
productive
DO YOUR BEST WORK

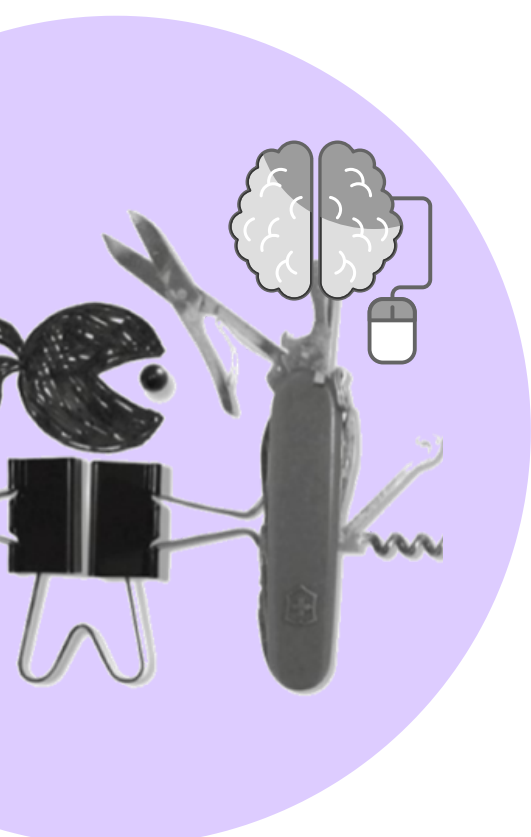
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3 BOSS THINKING & WORKER MODE

To be super productive, we need to be thinking well. And according to management consultant, Peter Drucker, we need two kinds of thinking: **Boss Thinking & Worker Mode**

- **Boss Thinking** is where we plan and organise our activities so that we're focusing on the **RIGHT** things.
- **Worker Mode** is when we do the **WORK**. And if we plan well and allocate time effectively (going 'dark' to get things done) we'll be doing our **BEST** work.

10 minutes of Boss Thinking first thing each day will turbo boost your focus and productivity wherever you are...



4 BE WEAPON-SAVVY. CHOOSE PORTABLE TOOLS & A SECOND BRAIN

Every Productivity Ninja needs a second brain. This is the place we store our Project and Action lists, our calendar, our notes. Pick yours carefully; choose one that suits your learning style and work with it regularly. The more you work with it the more you'll trust it. It will rapidly become your best friend and you'll love the new freedom of a clutter-free head.

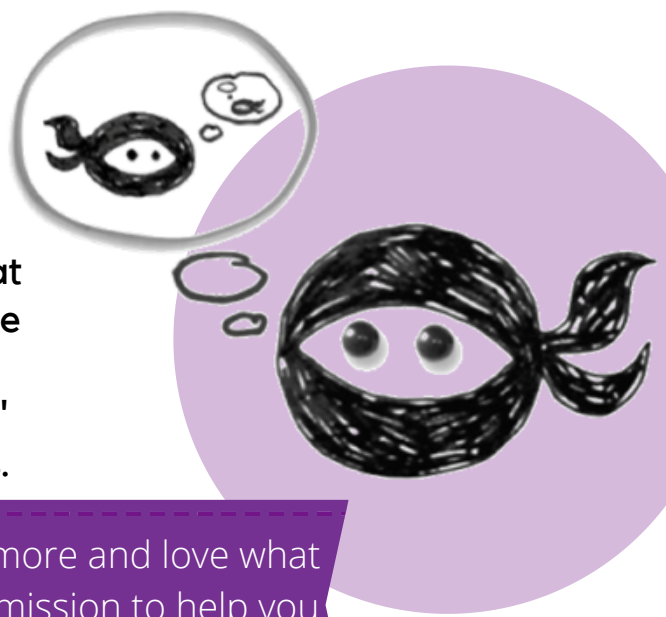
Choose paper or electronic - they all have great functionality for calendar, tasks, notes, etc. Make sure you know how to use them well. Use the cloud to access files anywhere.

Be smart and invest time to getting to know all of your tools really well and speed your efficiency!

5 MINDFULNESS & WELLBEING

Key to coping with flexible working, is a strong focus on your personal wellbeing and mindfulness.

Take breaks, plan for downtime to rest and rebalance, use 'commute' times to do something that energises you. It is not weak to take breaks, to have lunch or to make time for yourself to exercise, to meditate or do the things you love - they each 'fuel' your brain and get your focused on the right things.



Stress less, achieve more and love what you do... we're on a mission to help you achieve playful productive momentum

NEED HELP WITH FLEXIBLE WORKING? JUST SHOUT

We're passionate about helping people to have some playful productive momentum in their days.

If you've loved our tips and would like some more ideas or need help, please get in touch! We have a range of virtual and face-to-face COVID-safe workshops if you and your teams would like to explore our programs. Find out more on our website or for more tips and ideas visit us on facebook & instagram so please... keep in touch!

PRODUCTIVITY NINJA GUIDE TO FLEXIBLE WORKING

NEW workshop available NOW!

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