

# HOW TO BE A PRODUCTIVITY NINJA™ ... REMOTELY

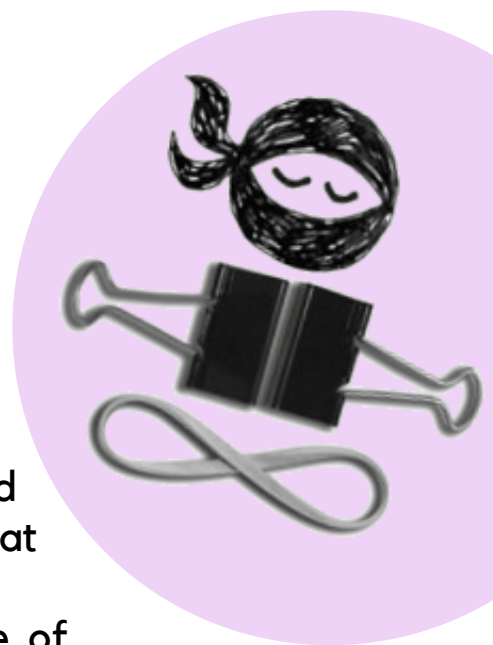


## PRODUCTIVITY NINJAS GET STUFF DONE WHEREVER THEY ARE...

Thinking like a Productivity Ninja can help to balance the stresses of working from home when you're not used to it. Getting weapon-savvy, enjoying some quiet time to get loads done and being mindful are all benefits of a remote working space... here are some tips and techniques to boost your productivity even more ...

## 1. ZEN-LIKE CALM - YOU NEED BOTH 'BOSS THINKING' & 'WORKER MODE'

- Set clear goals and expectations for the day ahead:
  - Pick your top 5 to do's & tick them off as you go. It'll make you feel good to see progress.
- If you're overwhelmed and don't know where to start, do a BRAIN DUMP - get everything out onto paper and then you'll be able to think more clearly and decide what to do first.
- Planning and setting clear goals helps create a zone of zen-like calm and will get you motivated and on track. You'll be thinking well...



## 2. RUTHLESSNESS - PROTECT YOUR ATTENTION

Ruthlessly focus your attention on your priorities for the day and say NO where necessary:

- NO to other tasks that take you off track
- NO to constant email checking. Stay out of the emails - you don't need to prove you're being productive at home by constantly checking emails and replying immediately - this is a huge productivity drain. Allocate scheduled times during the day for specific sprints of email processing and then get on with your other tasks/objectives.
- NO to procrastination - the biggest killer of productivity...



## PROCRASTINATING? THINK 'DUST'

Procrastination is one of the biggest challenges to productivity and especially to getting started when you're working alone. The **DUST** model helps us identify WHY we're procrastinating and then we can work on resolving that reason.

Is it **D**ifficult? (break it down into pieces) **U**ndefined? (ask for more definition) **S**cary? (chat to a friend for moral support) or **T**edious? (delegate if you can or set yourself a reward once you've completed it)



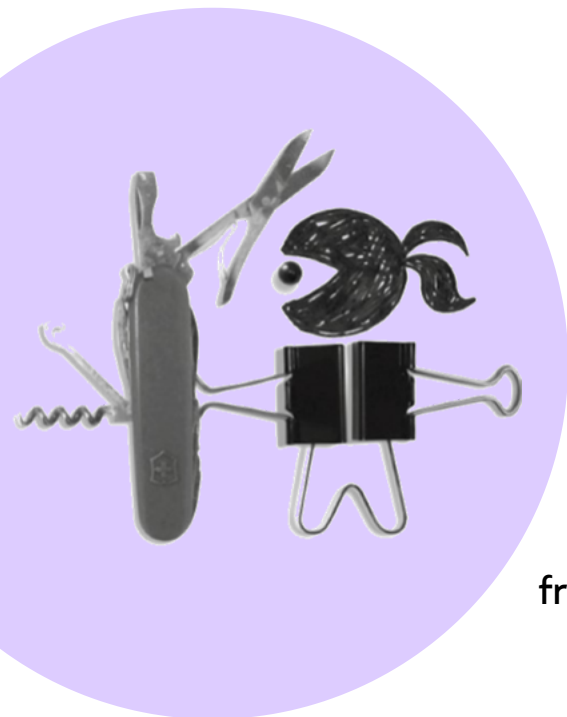
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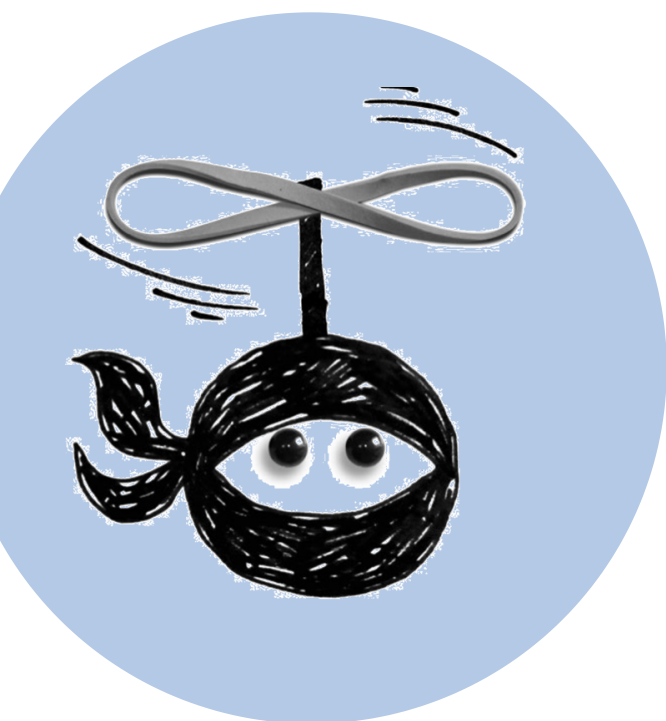
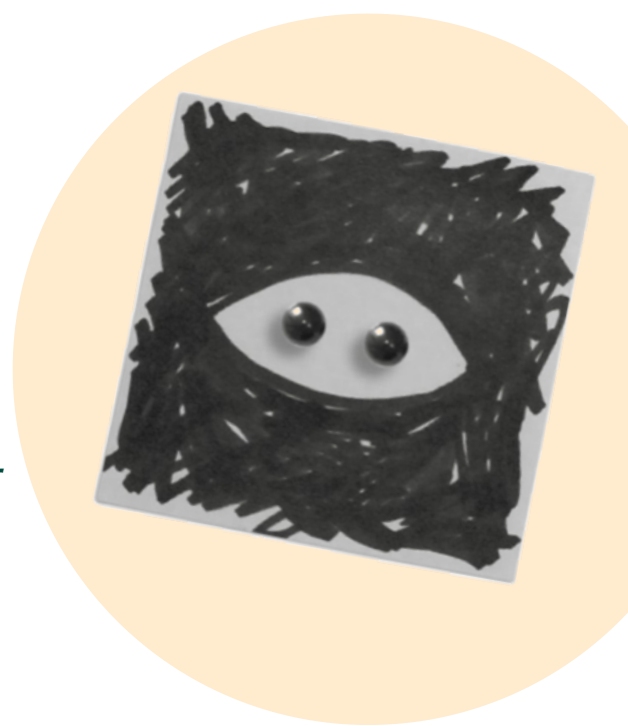
## 3. BE WEAPON-SAVVY - SET UP A PRODUCTIVE HOME OFFICE THAT SUITS YOU

Make sure you set up your office space at home or wherever you are, to drive your productivity. Make it inspiring, energising and just yours. And make sure you are up to speed on all the tech you use - if you're storing files on the cloud, ensure you have access at home. And what about programs and apps you use frequently? Do you know how to use them all really well? A little time invested in learning how to use each efficiently will speed your projects and tasks up!

## 4. STEALTH & CAMOUFLAGE - EVEN WHEN WE'RE REMOTE, WE SOMETIMES NEED TO HIDE

Remote working can be fantastic for getting key projects and tasks done. All those times in the office when interruptions kept you from achieving your goals? Now is your chance to get real impact on your goals.

Try the Pomodoro technique to have focused sprints of attention - 25 min sprint: 5 min break, repeat no more than 4 times before taking a longer break.



## 6. AGILITY - OUR BIGGEST ASSET IN TIMES OF CHANGE

Being flexible and open to change is difficult when there are unknown consequences in the current world situation. As Productivity Ninjas, we encourage you to think like a fire fighter - prevent, prepare, react, debrief, recover.

Be nimble on your feet, flex with the flow and be prepared to change your working style as needed, you'll find over time, this becomes easier and less scary.

## 5. UNORTHODOXY- EXPERIMENT & HAVE FUN

Unorthodoxy is all about doing things differently and trying new things can really boost your productivity. Use this time of remote working to explore what works best for - for example, try working in different day parts when you're at your most productive - if you're an early bird, try getting started really earlier and have time at the end of the day to do other things you love.



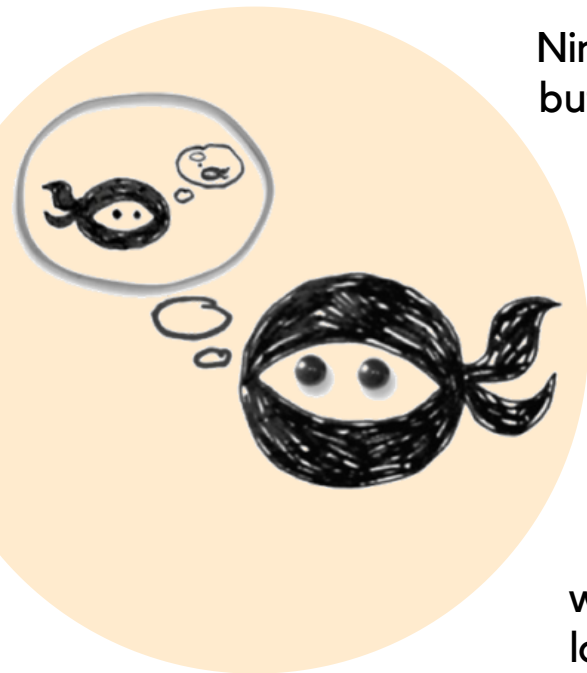
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## 7. MINDFULNESS... SELF-CARE IS KEY



Ninja mindfulness is not just about things like meditation but a much broader definition, guiding us to be mindful about what's happening in our day and what impact these things are having on our mind and body.

Is stress building? Are we sitting too long? Take note of mind and spirit? Tune in to your breathing and your body as you work, what do you notice? How is it affecting your productivity?

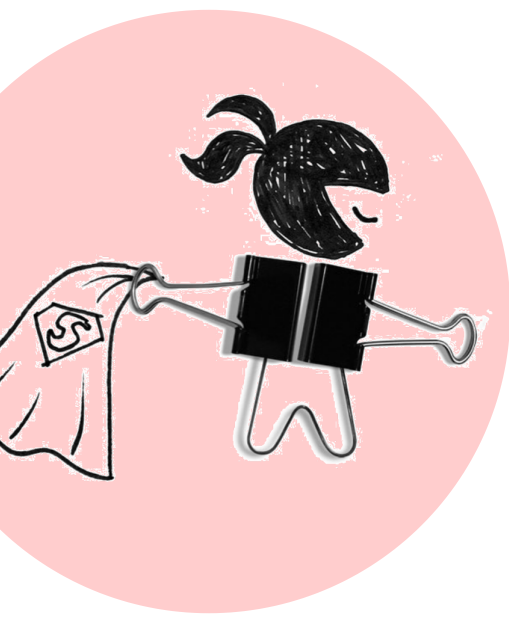
Take breaks, drink water, rest and reflect. Stand up, work where it feels good for both body and mind with lots of natural light to energise and keep you focused.

## 8. PREPAREDNESS - CRUCIAL FOR GREAT REMOTE WORKING

This is where 'Boss Thinking' and great planning hits the road - spending time organising and prioritising and planning for your day really pays dividends. Take 10 minutes at the start of each day to do some 'Boss Thinking' and set up a Daily Checklist to supercharge your attention and focus on the right things. Whether you're remote or in the office, this is a MUST to start every day!



## 9. HUMAN, NOT SUPERHERO



You are human, not a superhero - you need to take good care of you and ensure that you're nourishing and caring for your body. We also know that in stressful situations, we don't take good care of ourselves, so be aware of this if you're alone for long periods at home.

Reach out to colleagues, have a regular check in time with teams during the work day and make sure you're hydrating, eating good brain fuel and taking regular breaks. This is your chance to be a real Productivity Ninja and practice all of these skills...

## SUPPORTING YOUR TEAM, REMOTELY

Working remotely is so much easier these days with great technology and apps that help us to stay connected and productive. Your mobile phone can be your friend here; make sure you touch base with team members every day, a quick call to say good morning and set key priorities can be really motivating for everyone.



Have virtual coffee catch-ups and an end-of-week team Fri-YAY session to let everyone know what's still being achieved. For virtual meetings with colleagues and customers, connect via Google Hangouts, Zoom or GoToMeeting or there are many others great connection tools - explore!

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