

Productivity Ninja Cheat Sheet

Cut the overwhelm, set up for a relaxing break and a productive start to the New Year...



TIP 1 - Do a brain dump

What do I need to focus on between now and when I take a break?

work

home/personal

TIP 2 - LOADS of Boss Thinking

5-10 mins every morning to focus on the RIGHT things

Daily Checklist



1. Boss thinking helps to create Zen Like Calm
 - ▶ Any carry over from yesterday?
 - ▶ Check second brain for today's actions.
 - ▶ Choose 5 priority tasks for the day.
 - ▶ When will I go 'dark' to get the big stuff done?
2. Check calendar for the next two days and add actions to second brain.
3. What am I resisting? What help do I need?
4. How do I feel today?.....
5. Process emails - inbox is at zero.

Use the checklist to tackle the big stuff. What essentials do I need to get done before my break? Focus on the 20% that will make a BIG difference.

- 1
- 2
- 3
- 4
- 5

TIP 3

TURN YOUR "OUT OF OFFICE" ON



Get your 'out of office' ready now. You can pre-fill it, ensure it contains clear info on when you are on leave, when you'll be back and any emergency contact details if required. Then diarise to turn it ON on your last day in the office (or let Outlook/Google do it for you!)

TIP 4 - Plan for January Now...

Do 20 mins of Boss Thinking about your return to work

How is January looking? A little Boss Thinking NOW to prepare for your return will let you switch off and create a sense of zen-like calm.

Review your diary and plan some quiet time (block it out in your diary now). When you return in January, you'll have time to focus on what's important and you can prevent the first weeks back being taken over with emails, meetings and other time drainers.

NOTES for the New Year:

TIP 5 - Breathe!

mindful awareness - Take care of YOU

Stop the lizard brain and re-engage your prefrontal cortex with 3 deep breaths. Then, you can get back to the 'doing' with clarity & focus.

don't forget to take a minute to breathe...