

Productivity Ninja

New Year Kick Start Ninja-style!



2024 in review...

highlights

Professional, personal, family, etc... What were you most proud of? What surprised you the most? What can you take forward into 2025...?

learnings

What did you learn? Were there issues or mistakes that you can take lessons from? How will you change things up in 2025?



more

What do you want more of in your life in 2025?

less

What do you want less of in your life in 2025?

2025...

Imagine you're at the end of 2025, reflecting back on the year... What do you want the year to have been about? How would you describe the year to a friend? Anything you want to have achieved? What motto or phrase best encapsulates your aspirations? (write it down, stick it on your fridge or carry it in your wallet)

Imagine...

Plan for Zen-like calm...

Practice Boss Thinking every day to be well-prepared for the year ahead. Start with a Daily Boot Up - 5-10 minutes each day is all it takes.

Now is also the time to review your diary and plan some additional Boss Thinking space. Space to plan and focus on what's important. To prevent your most productive energy and focus being taken over by other's priorities, bad meetings & other time drainers.

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.



Mindfully support yourself & your team

What help do you need in 2025? How & who can you ask? Who needs your help in 2025? How can you reach out?



For Fun...



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What's one item from your bucket list, or something that you'd love to achieve, that you can make a commitment to in 2025? Go on. Do that one! Plan for it now...

reminder

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

Stop the lizard brain with 3 deep breaths. Then, get back to the 'doing' with clarity & focus.