

# TOP NINJA TIPS FOR LESS STRESS & BALANCED WORK

## Stress levels are growing in Australia & NZ and here's why...



The latest Gallup workplace survey 2025\* show **stress levels are continuing to rise** and we are **thriving less**.

When we try to squeeze even more into our already huge workload days, the pressure can become totally overwhelming and we start doing things like procrastinating and focusing on whatever shouts the loudest to get some sense of relief or just to get by.

Here are our top 5 tips to help reset your stressed brain and find a little more calm each day..

## our top 5 tips for balanced work

### Overwhelmed? Breathe... then do a BRAIN DUMP

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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. Try these 2 things that make a BIG difference:

**FIRSTLY, BREATHE!**  
**BIG BREATH IN..BIG BREATH OUT**  
Once we get our lizard brain under control we re-engage our pre-frontal cortex and we can start thinking more clearly

lunch with mum on sunday

set up team meetings

finish quarterly reports

plan holiday sept

tax return due weds

schedule next exec team planning session

Business development day

Yoga class weds book spot

book doctor's appointment for Lucy

### 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 on sorting and picking your key priorities.

Store all of these 'tasks/nags/thoughts' in your Second Brain

(see #4)

### 2 FOCUS on the right things

The Pareto Principle: 80% of your impact comes from 20% of the things you do.

So... pause... look over your brain dump items and/or To Do list and decide what your REAL priorities are for the day ahead. What are your MUST Do's?

What are your Must Don't's?

**PICK YOUR TOP 3-5 MUST DOS & TICK THEM OFF AS YOU GO...**

IT'LL FEEL GOOD TO SEE PROGRESS AND HELPS TO RECOVER FOCUS.

NOTE: ONLY PICK THINGS YOU KNOW CAN FIT INTO YOUR DAY

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\* [Gallup Global Workplace Survey 2025 link](#)

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## 3

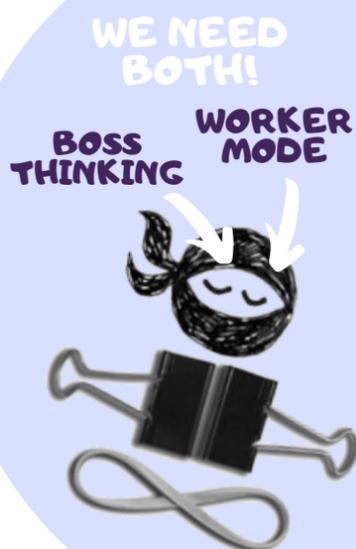
### BOSS THINKING & WORKER MODE

To be calm and 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, organise and prioritise 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 calm the lizard brain and help identify where you can best make progress.

And if you don't have time for Boss Thinking, you need to do more of it!



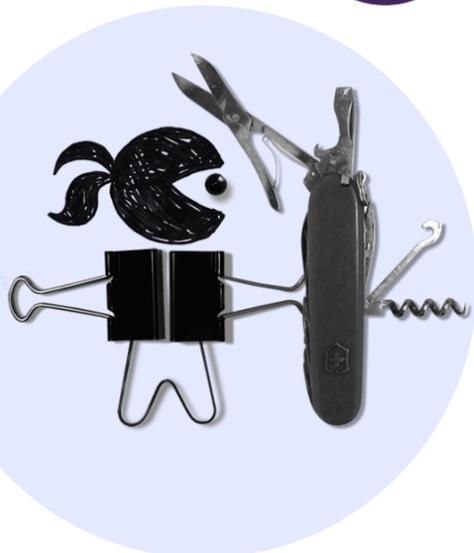
## 4

### GET WEAPON-SAVVY - YOU NEED A SECOND BRAIN

Every Productivity Ninja needs a second brain. This is the place we store our To Dos, and Action lists. 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 and to reduce duplication and confusion.

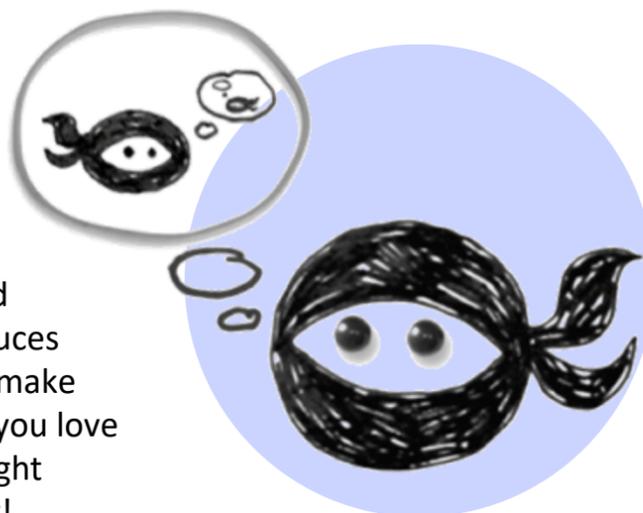
Invest time to learn all of your productivity tools really well to reduce stress and save you time



## 5

### MINDFULNESS & WELLBEING

Key to being productive is a strong focus on your personal wellbeing and mindfulness. We often think more time at the desk is what's needed to battle the mountain of work. But taking breaks, planning for downtime to rest and rebalance, re-energises you and brings back focus and reduces burnout. 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 you focused on the right things. These 'chill' times actually **BOOST** your productivity!



Take a 5 min break right now! Notice what happens - get mindful!  
When you do your Boss Thinking at the start of the day build in rest times including lunch, even on busy days!

### NEED HELP WITH BALANCED WORK? WE NINJAS ARE HERE TO HELP...

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

If you've loved our tips and would like to chat, please get in touch! We have a range of virtual and face-to-face workshops to support all aspects of productivity, wellbeing and leadership skills. Find out more on our website or for more tips and ideas visit us on Linked In, facebook & instagram.

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