The Way of the Productivity Ninja: Self-Reflection Guide

Use these questions to spot what's working, challenge what isn't, and find ways to make work better for you and your team.

THINK productive

1. Zen-like Calm

Find your focus and momentum

- Have you found real focus time this week?
- Mentally cluttered? Get thoughts and tasks out of your head and into your Second Brain.
- Time to schedule some upfront Boss-mode thinking?

Team: When do we do our best focused work? What would help us create more of it?

2. Ruthlessness

Make deliberate choices about what not to do

- What did you say yes to this week that you could have said no, not now or good enough to?
- Are you expecting too much of yourself or others?
- Is there a meeting or task on your calendar coming up you could decline, shorten, or partly attend.

Team: What are we spending time on that may no longer be worth it. Anything we could stop, simplify or do differently?

3. Weapon-Savvy

The right tools working for you, not the other way around

- Anything worth geeking out over this week, a new tool, an automation, or something AI can help with?
- **Tech review:** Did your tools make things easier this week or create more noise?
- **Mastery check:** Is there a tool you already have that you've only scratched the surface of?

Team: Are our tools helping us work better together, or have we created a system we now have to work around?

4. Stealth & Camouflage

Manage your availability and environment

- Where can you block out focus time or a "meeting for one" in your calendar?
- **Physical Stealth:** Move somewhere quieter, use desk signals or headphones.
- **Digital Stealth:** Close down messaging and update your status to "Deep work-back in an hour".

Team: How can we support each other to go offline for focused work?

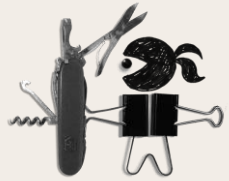
5. Unorthodoxy

Question the status quo and seek fresh perspectives

- **Rule check:** Is there a "rule" you're following out of habit rather than because it still makes sense?
- **Borrowed view:** Who do you know who'd tackle this completely differently. What would they try.
- **Productivity Lab:** What could you change, test and keep, if it works?

Team: Why do we do it this way? What if we started from scratch? How might an entrepreneur, artist, child or superhero approach it?







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6. Agility

Adapt quickly, then get back on track

- Constantly firefighting? Don't let 'small and now' get done at the cost of 'big and later'.
- **Batch-task:** Any similar tasks could you batch together this week?
- What would benefit from a mono-tasking window this week?

Team: What could we batch together to make things easier for the team?



7. Mindfulness

Develop the quality of your attention

- What cues will remind you to take 2-minute mindful resets?
- Feeling resistance? Where's it coming from? Is the task difficult, unclear, scary, or just tedious?
- What can you add to your 'Ta-Da' List this week?

Team: Could we start our meetings this week with a 60 second mindfulness pause (with cameras off) and see what changes?



8. Preparedness

Set yourself and future you up to succeed

- **Quick start-up check:** What matters today?
- **Review:** What's changed? Prioritize what matters and prepare.
- Where can you plan in more space this week to think, reset and deal with the unexpected.

Team: What team process could do with an updated checklist or SOP?



9. Human, not superhero

Do your best work through sustainable productivity

- **How's your body budget?** Are you spending more than replenishing?
- **Micro-break!** 5–15 minutes, right now. Move!
- **Your last mistake -** what's it taught you that getting it right wouldn't have.

Team: Are we able to ask for help, learn from our mistakes and celebrate progress?



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