

Productivity Ninja

THIS IS A FREE EBOOK SAMPLER. IT INCLUDES THE FIRST 42 PAGES OF THE FULL BOOK. If you would like to purchase Graham Allcott's How to be a Productivity Ninja in full, you can do so with all good ebook retailers. In the age of information overload, traditional time management techniques simply don't cut it when it comes to overflowing inboxes, ever-expanding to-do lists and endless, pointless meetings. Thankfully there is a better way: The Way of the Productivity Ninja. Using techniques including Ruthlessness, Mindfulness, Zen-like Calm and Stealth & Camouflage you will get your inbox down to zero, make the most of your attention, beat procrastination and learn to work smarter, not harder. Written by one of the UK's foremost productivity experts, How to be a Productivity Ninja is a fun, accessible and practical guide to staying cool, calm and collected, getting more done, and learning to love your work again. If you enjoy this free sampler why not check out the complete book and learn the ways of the Productivity Ninja!

In The Partnership Charter, psychologist and business mediation expert David Gage offers a comprehensive guide to the art of establishing and maintaining a business partnership. The centerpiece of his approach is the Partnership Charter, a document that clearly outlines the goals, expectations, responsibilities, and relationships of the principals. The charter identifies potential sources of conflict and how they will be resolved, while addressing such sensitive issues as

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personal styles, values, money, and power. Illustrating every principle through engaging stories drawn from Gage's front-line experience consulting to business partners, as well as interviews with the founding partners of such successful businesses as Progressive Insurance Company and Manpower, Inc., *The Partnership Charter* dispels common myths and presents a practical framework for launching, building, and sustaining a thriving business partnership.

The complete guide to eating for everyday energy Are you a regular victim of an afternoon slump? Is it a struggle to keep focused on your to-do list? Do you want to fit more into your day, but feel as if you just don't have the energy? Nutritionist Colette Heneghan and productivity expert Graham Allcott provide all the answers in *How to Have the Energy*, explaining how not only what, but how you eat can improve your focus, boost productivity and even give you more time in your day. Using the High-Energy Plan, they show how eating well can and should fit into your lifestyle, however busy it is. From how to put your shopping list together, to how to upgrade your breakfast, from how to be label-savvy to the importance of ditching the desk lunch, from the author of the bestselling *How to be a Productivity Ninja*, this the complete guide to eating smarter and boosting your everyday energy.

An accessible, practical, step-by-step how-to guide that supplements *Getting Things Done* by providing the details, the how-to's, and the practices to apply GTD more fully and easily in daily life The incredible popularity of *Getting Things Done* revealed people's need to take

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control of their own productivity with a system that reduces the stress of staying on top of it all. Around the world hundreds of certified trainers and coaches are engaged full time in teaching the process, supported by a grassroots movement of Meetup groups, LinkedIn groups, Facebook groups, podcasts, blogs and dozens of apps based on it. While Getting Things Done remains the definitive way to gain perspective over work and create the mental space for creativity and mindfulness, The Getting Things Done Workbook enhances the original by providing an accessible guide to the GTD methodology in workbook form. The workbook divides the process into small, manageable segments to allow for easier learning and doing. Each chapter identifies a challenge the reader may be facing--such as being overwhelmed by too many to-do lists, a messy desk, or email overload--and explains the GTD concept to address. The lessons can be learned and implemented in almost any order, and whichever is adopted will provide immediate benefits. This handy instructional manual will give both seasoned GTD users and newcomers alike clear action steps to take to reach a place of sustained efficiency.

WOMEN MEAN BUSINESS "...gives example after example of the price that we all pay for a situation in which 'women may hold the keys but men still control the locks'." The Times "What's especially valuable is the authors' analysis of where companies go wrong in managing women...that's how it will help women in the workplace." Harvard Business Review "Lays out the importance of retaining women in senior leadership

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positions.” Harpers Bazaar “Wittenberg-Cox and Maitland have opened new ground.” Management Today **WOMEN MEAN BUSINESS** They make up much of the market and most of the talent pool. Reaching women consumers and developing female talent is essential for sustainable economic growth in the 21st century. Studies show that better gender balance in business means better bottom line results and greater resistance to economic crises. So why are there still so few women in leadership roles in business? Why are companies struggling to respond to today’s female consumer? Why is there a persistent pay gap between men and women around the world? **Why Women Mean Business** takes the economic arguments for change to the heart of the corporate world. Fully updated in paperback, the book shows why getting gender right matters – as much when the economy’s bust as when it’s booming. A must-read, packed with ideas from companies that have made it work, views from top business leaders and step-by-step guides to how we can all become gender bilingual.

Time Management Made Simple and Easy Fans of *The Compound Effect* by Darren Hardy, *Eat That Frog* by Brian Tracy, and *12 Week Year* by Brian P. Moran and Michael Lennington will love *Time Management Ninja*. More time, stress relief, and relaxation: You want more time in your life. Time to spend with family, to achieve big goals, and to simply enjoy life. Yet, the world we live in is busier and changing faster than ever before. More things competing for your time, and more distractions interrupting your day. Simple and practical time

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management: You have tried to manage your time better but have found that most time management systems and tools are too complex. Or they are too unwieldy to be effective or sustainable. Time management shouldn't be difficult, and it shouldn't take up more of your precious time than it gives back! Easy tools, rules, and tactics: Craig Jarrow has been there, too. However, after spending many years testing time management tactics, tools, and systems and having written hundreds of articles on productivity, goals, and organization, Jarrow discovered a simple truth. Time management should be easy. More productivity and less stress: It is only when you simplify your approach that you can rise above the busyness and chaos of our fast-paced society. Time Management Ninja offers "21 Rules" that will show you an easier and more effective way to take control of your time and manage your busy life. If you follow these simple principles, you will get more done with less effort. You will have less stress and more time to do the things you want to do. No-stress, uncomplicated time management that works

Learn tried-and-tested methods for optimal personal productivity! Ever find yourself more than a bit overwhelmed by the constant influx of e-mail and reminders as well as the ever-present calendars, to-do lists, miscellaneous paper, and sticky notes? Add to that, myriad devices that were originally intended to make us more efficient, but in reality, only end up forcing us to juggle even more. Our brains aren't wired for all this, but we can learn to be productive. Personal Productivity Secrets gives you everything you need to know to be

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organized, in control, and to get things done: Understand how your brain absorbs, organizes, and filters the daily deluge of information, and learn to trick your brain into being more productive Appreciate the difference between "Time Management" and "Attention Management" and create workflow processes that help you defend your attention Create a plan for navigating endless technology options, and implement tools that will keep you productive, focused and in control Personal Productivity Secrets reveals updated and vital information for achieving your significant results, and being as productive as you can be in a fast-paced, technology-driven society.

Parenting Like a Ninja is an authentic discussion of the complexity faced by working autism moms, with clear steps to increase energy and productivity in all areas of work and life. As a mommy of a child with autism, the daily reality of food wars, tantrums, a steady variety of body fluids, erratic non-sleep, and the revolving door of therapists is just exhausting. Autism moms keep it together, but sometimes, they just want the relentless pace of chaotic activity to stop so they can figure out the rest of their life, move ahead with their professional dreams, and just be more productive. In Parenting Like a Ninja, Faith Clarke walks moms through well-established principles of psychological well-being and thriving to create balance and energize their professional productivity, so they can build more of what they have been looking for professionally, all while being able to nurture their child's well-being.

A fresh, personal, and entertaining exploration of a topic

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that concerns all of us: how to be more productive at work and in every facet of our lives. Chris Bailey turned down lucrative job offers to pursue a lifelong dream—to spend a year performing a deep dive experiment into the pursuit of productivity, a subject he had been enamored with since he was a teenager. After obtaining his business degree, he created a blog to chronicle a year-long series of productivity experiments he conducted on himself, where he also continued his research and interviews with some of the world's foremost experts, from Charles Duhigg to David Allen. Among the experiments that he tackled: Bailey went several weeks with getting by on little to no sleep; he cut out caffeine and sugar; he lived in total isolation for 10 days; he used his smartphone for just an hour a day for three months; he gained ten pounds of muscle mass; he stretched his work week to 90 hours; a late riser, he got up at 5:30 every morning for three months—all the while monitoring the impact of his experiments on the quality and quantity of his work. The Productivity Project—and the lessons Chris learned—are the result of that year-long journey. Among the counterintuitive insights Chris Bailey will teach you: · slowing down to work more deliberately; · shrinking or eliminating the unimportant; · the rule of three; · striving for imperfection; · scheduling less time for important tasks; · the 20 second rule to distract yourself from the inevitable distractions; · and the concept of productive procrastination. In an eye-opening and thoroughly engaging read, Bailey offers a treasure trove of insights and over 25 best practices that will help you accomplish more.

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Delivering a tactical plan, complete with both downloadable and online support, Chris McIntyre rescues small business owners trapped in potholes littering the road to success, and provides a helping hand to freedom. Uniquely prepared to create and deliver their product or service, small business owners are far less equipped to effectively lead, let alone develop, their team. Their internal systems and processes are often informal and incomplete, limiting their freedom and their business growth. McIntyre provides a step-by-step, customizable solution to overcome this roadblock. Coached by McIntyre, leaders learn to craft the right team, create a consistent core message that enables the brand, and then, connect the two. Business owners are given a rock-solid process for attracting and keeping superstars, and dropping nightmares. They learn how to get their core message out of their head and into the heads of their superstar team. Supported by McIntyre, organizational leaders will define their core mission, and develop a distinct, systematic formula that enables their team to accomplish it. Leaders are aided with a thorough checklist to guide implementation, giving them everything they need for consistent performance from their team and ongoing success.

World-leading productivity expert Graham Allcott's businessbible is given a complete update for 2019. Do you waste too much time on your phone? Scroll through Twitter or Instagram when you should be getting down to your real tasks? Is your attention easily distracted? We've got the solution: The Way of the Productivity Ninja. In the age of information overload,

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traditional time management techniques simply don't cut it anymore. Using techniques including Ruthlessness, Mindfulness, Zen-like Calm and Stealth & Camouflage, this fully revised new edition of *How to be a Productivity Ninja* offers a fun and accessible guide to working smarter, getting more done and learning to love what you do again.

A straightforward, valuable guide to reduce effort and raise profits Step inside any organization, even a very successful one, and you'll probably find a lot of waste if you know where to look. From providing a feature that consumers don't care about to exhausting efforts on tasks that only require adequate attention, there are countless areas where resources go down the drain. In *Low-Hanging Fruit*, Jeremy Eden and Terri Long provide seventy-seven of their most effective techniques for improvement, each drawn from their success working with major companies. For more than twenty years, Jeremy Eden and Terri Long have helped companies of all sizes make millions by harvesting their low-hanging fruit. In this practical guide, Eden and Long share valuable, refreshing insights in entertaining chapters that get straight to the point. This book shows you how to smoothly shift your approach, your priorities, and your mindset to reveal the hidden potential in your organization. Whether you are a member of a small team or a global executive, you will learn how to identify and solve hidden problems, improve productivity, and increase profits. Many people don't realize that there are dozens of quick, easy, and affordable ways to make things better. Don't buy into the myth that only some

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people have creative ideas. Typically, the people closest to the work (from the factory floor to the C-Suite) and the people closest to the customer know the best ways to improve business. We can pluck this “low-hanging fruit” every day to save time and money right away. Need to grow your company’s earnings but don’t know where to find the low-hanging fruit? The answer is right in front of you, but harvesting it takes skill. Eden and Long show you seventy-seven clever ways to discover possibilities and make meaningful changes. *Low-Hanging Fruit* shows you how to easily improve your job satisfaction, your team’s performance, and your company’s earnings.

2018 Axiom Business Book Award Winner, Gold Medal Stop Selling! Start Solving! In *Ninja Selling*, author Larry Kendall transforms the way readers think about selling. He points out the problems with traditional selling methods and instead offers a science-based selling system that gives predictable results regardless of personality type. *Ninja Selling* teaches readers how to shift their approach from chasing clients to attracting clients. Readers will learn how to stop selling and start solving by asking the right questions and listening to their clients. ?*Ninja Selling* is an invaluable step-by-step guide that shows readers how to be more effective in their sales careers and increase their income-per-hour, so that they can lead full lives. *Ninja Selling* is both a sales platform and a path to personal mastery and life purpose. Followers of the *Ninja Selling* system say it not only improved their business and their client relationships; it also improved the quality of their lives.

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When their five-year-old son fought for his life, business leaders Erica and Mike Schultz learned a new way to live, work, and succeed—discovering how to achieve extreme productivity with heart and purpose. Ari Schultz was an extraordinary baby, beginning life in a pitched battle against heart disease. The same year, his parents launched their business, and they had to keep it going strong, even while living full-time at the hospital for months on end. For the next five years, Erica and Mike Schultz learned how to balance the demands of their jobs, commuting to the hospital, and spending time with their growing family—along the way, noting the tricks and techniques that allowed them to get work done, even while living in the cardiac ICU and later through heartbreaking loss. After reflection and recovery, Mike and Erica codified their method of coping and working, and set out to study the work habits of extremely productive people. They discovered what extremely productive people do differently than everyone else, and went on to create *The Productivity Code*—a new approach to productivity that has helped tens of thousands of people manage their time for greatest effectiveness, fulfillment, and happiness. Now, Erica and Mike reveal the 9 Habits of Extreme Productivity along with easy-to-apply techniques, including:

- How to stay focused—and positive—even in difficult times
- Clearly defining your motivations through written goals and four-three-four planning
- Helpful hacks to stop procrastinating
- How to disrupt unproductive thought cycles and break bad habits for good
- Changing your mindset to prioritize time doing things you love
- Setting

boundaries and saying no to tasks that don't serve you • Tricks to become impossible to distract • Working in powerful planned "sprints" to get in the zone • Finding ways to refuel your mental and physical energy • Resetting and correcting when you've gone off course Interweaving their son's poignant story with effective productivity and happiness strategies, *Not Today* shows how anyone can better manage their time—while living a more energetic and meaningful life.

Want to conquer your e-mail inbox once and for all? Need help getting organized and staying focused? Start reading! Millions of people already benefit from the innovative, time-saving tips that Stever Robbins dispenses each week in his #1 ranked *Get-It-Done Guy* podcast. Now he's come up with a 9-step plan to transform even the most overwhelmed into an overachiever. You will learn to: Beat procrastination by speed dating your tasks: You'll face anything if it's just for three minutes; schedule small, finite periods of time for those tasks that seem too overwhelming to get started on. Give your technology a performance review: Our smart phones, PDAs, and computers often make less work in one area while making much more work in others. Review your technology to make sure it's delivering on its promise. Cut out the small talk: Small talk builds superficial relationships, which is a grand waste of time. Ask better questions to make instant connections that'll benefit you for years to come. Written in the uniquely humorous style Stever is known for, *Get-It-Done Guy's 9 Steps to Work Less and Do More* will help you break the bad habits slowing you down and

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holding you back. Work less and do more—your free time is waiting!

Through a series of autobiographical stories the author reveals an invisible soundtrack that connects music to family, community, and culture.

There are 168 hours in a week. This book is about where the time really goes, and how we can all use it better. It's an unquestioned truth of modern life: we are starved for time. With the rise of two-income families, extreme jobs, and 24/7 connectivity, life is so frenzied we can barely find time to breathe. We tell ourselves we'd like to read more, get to the gym regularly, try new hobbies, and accomplish all kinds of goals. But then we give up because there just aren't enough hours to do it all. Or else, if we don't make excuses, we make sacrifices. To get ahead at work we spend less time with our spouses. To carve out more family time, we put off getting in shape. To train for a marathon, we cut back on sleep. There has to be a better way—and Laura Vanderkam has found one. After interviewing dozens of successful, happy people, she realized that they allocate their time differently than most of us. Instead of letting the daily grind crowd out the important stuff, they start by making sure there's time for the important stuff. They focus on what they do best and what only they can do. When plans go wrong and they run out of time, only their lesser priorities suffer. It's not always easy, but the payoff is enormous. Vanderkam shows that it really is possible to sleep eight hours a night, exercise five days a week, take piano lessons, and write a novel without giving up quality time for work, family, and other things that really matter.

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The key is to start with a blank slate and to fill up your 168 hours only with things that deserve your time. Of course, you probably won't read to your children at 2:00 am, or skip a Wednesday morning meeting to go hiking, but you can cut back on how much you watch TV, do laundry, or spend time on other less fulfilling activities. Vanderkam shares creative ways to rearrange your schedule to make room for the things that matter most. 168 Hours is a fun, inspiring, practical guide that will help men and women of any age, lifestyle, or career get the most out of their time and their lives.

How to Be a Productivity Ninja Worry Less, Achieve More and Love What You Do
Con Books

Would you like to know how to get more done when you work remotely, work in a cubicle, or work at home for your own business? Are you letting distractions rule your day? Are you finding it impossible to focus on important projects? Work Smarter Not Harder is your personal guide for helping you on your journey to increased productivity and better work habits.

What do these scenarios have in common: a professional tennis player returning a serve, a woman evaluating a first date across the table, a naval officer assessing a threat to his ship, and a comedian about to reveal a punch line? In this counterintuitive and insightful work, author Frank Partnoy weaves together findings from hundreds of scientific studies and interviews with wide-ranging experts to craft a picture of effective decision-making that runs counter to our brutally fast-paced world. Even as technology exerts new pressures to speed up our lives, it turns out that the choices we

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make—unconsciously and consciously, in time frames varying from milliseconds to years—benefit profoundly from delay. As this winning and provocative book reveals, taking control of time and slowing down our responses yields better results in almost every arena of life ... even when time seems to be of the essence. The procrastinator in all of us will delight in Partnoy's accounts of celebrity "delay specialists," from Warren Buffett to Chris Evert to Steve Kroft, underscoring the myriad ways in which delaying our reactions to everyday choices—large and small—can improve the quality of our lives.

An edition expanded with more than 100 pages of new content offers a blueprint for a better life, whether one's dream is escaping the rat race, experiencing high-end world travel, earning a monthly five-figure income with zero management or just living more and working less.

* Our summary is short, simple and pragmatic. It allows you to have the essential ideas of a big book in less than 30 minutes. By reading this summary, you will learn how to become a true task ninja and thus effectively achieve your goals. You will also learn : how to work faster and better; how to reduce and eliminate stress; how to act effectively; how to avoid procrastination; how to control your time. Ninjas were warrior-assassassins in ancient Japan. They were feared because they were true masters in the art of accomplishing their missions, whatever they were. To be inspired by them and apply their techniques today may seem absurd. However, reaching a specific goal requires a particular state of mind and ninjas have a lot to teach on this subject. Are

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you ready to put on their black robe to become a ninja?

*Buy now the summary of this book for the modest price of a cup of coffee!

In the age of information overload, traditional time management techniques simply don't cut it when it comes to overflowing inboxes, ever-expanding to-do lists and endless, pointless meetings. Thankfully there is a better way: *The Way of the Productivity Ninja*. Using techniques including Ruthlessness, Mindfulness, Zen-like Calm and Stealth & Camouflage you will get your inbox down to zero, make the most of your attention, beat procrastination and learn to work smarter, not harder. Written by one of the world's foremost productivity experts, *How to be a Productivity Ninja* is a fun, accessible and practical guide to staying cool, calm and collected, getting more done, and learning to love your work again. Since 2009, when they were founded by best-selling author Graham Allcott, Think Productive's range of practical, human and straight to the point workshops have been transforming the productivity of leading companies and organizations around the world. Think Productive are passionate about Productivity. Their Productivity Ninjas (that's what they call their coaches) deliver workshops, practical coaching and consultancy to help people get more done, with less stress. Think Productive structure their sessions to include workshop-room time as well as at-desk coaching. So on 'Getting Your Inbox to Zero' for example, people actually GET their inboxes to zero by the end of the 3 hours - not just talk about it. They offer an email follow-up service to help make sure the learning sticks and are

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available on email to answer follow-up questions. The Ninjas know all the best tips and tricks for Outlook, Gmail, PC, Mac, pen and paper, iPhone, Android and whatever else you might use!

Robert Kelsey's *What's Stopping You?* has become a self-help classic. His *What's Stopping You?* books have helped thousands of people worldwide overcome their limiting beliefs and bash through their barriers to success. Now Robert is back to help us defeat the obstacles that stop us achieving more in our everyday lives. Many of us have the greatest of intentions but find ourselves procrastinating, which results in low attainment and frustrated ambitions. Grounded in solid psychological research Robert helps us examine why we might have these tendencies and how to overcome them in order to feel more together, in control and on-top of everything. Looks at the psychology behind why we procrastinate, in order to understand and change our behaviour, forming new, effective habits Provides practical solutions to help us 'get things done' in real life situations including meetings, on the phone, with e-mail, looking for a job and starting a business Includes techniques to improve focus and aid concentration Examines how disorganisation is not innate and how we can learn processes that will allow us to be more effective How to bring control to certain areas of your life and reduce stress and uncertainty *Get Things Done* is emotional ergonomics for the organisationally-challenged individual – at home, at work, with themselves, and with others.

Trying to remember a bunch of details and tasks isn't the

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best use of your brainpower. By collecting all of your tasks in one place, you can reserve your mental energy for work that drives significant results, both in your professional life and your personal life. To start, productivity expert Maura Thomas takes us through an exercise called "brain dumping," which will clear your mind of all the things you're trying to remember you have to do—all the things that are distracting you or keeping you up at night. She then shows us the right way to use a calendar, the tools you'll need to succeed, and a better way of categorizing your tasks in order to identify the best use of your time and inspire you to take action. This is not another book on time management; this is a book on how to take back control of your busy life. Not only will you be focusing on the things that truly matter, but you'll also experience boosts in your mood and mindset—you'll feel more in control and less overwhelmed; you'll feel a greater sense of accomplishment now that you're focusing on what's truly important to you.

'An accessible thought provoking book that offers something of interest to anyone responsible for organising (or participating in) meetings.' Jackie Weaver, Chief Officer of the Cheshire Association of Local Councils

Zoom fatigue? Calendar full of meetings that could just be an email? Online and offline, too much valuable time is wasted in meetings. Often little advance planning takes place, resulting in productivity drains rather than productivity gains. Providing realistic and practical advice, productivity professionals Graham Allcott and Hayley Watts show how to reduce the amount

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of time you spend in meetings, and ensure that the ones that you do attend are genuine opportunities to collaborate and get things done. Learn how to hold and attend meetings where the focus is on the outcome; get to grips with the 40–20–40 Continuum, so that only 20 per cent of your attention for each meeting is spent in the meeting itself – the rest is in the preparation and the follow-through; and understand when it's necessary to say that you won't be attending – and how best to do so. "All the tips and techniques you need to stay calm, get through your tasks, make the most of your time and stop procrastinating. It's fun, easy to follow and practical--and may just be the kick up the bottom you need "--"Closer" When it comes to overflowing inboxes, ever-expanding to-do lists, and endless meetings, traditional time-management techniques--like those in bestselling books by David Allen or Dominic Wolff-- simply don't cut it in the age of information overload Thankfully there's a better way. Graham Allcott, founder of one of the United Kingdom's most prominent productivity workshop companies, Think Productive (thinkproductive.com), presents "How to be a Productivity Ninja," his brilliant--and originally self-published--guide to cutting through the procrastination, getting more done, and enjoying your work and your life more as a result. Using techniques including Ruthlessness, Mindfulness, Zen-like Calm, and Stealth and Camouflage, you will get your inbox down to zero, maximize your attention span, and learn work smarter, not harder. Think Productive is quickly expanding throughout the world, with a Canadian branch now up and running. It is anticipated that 2015

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will see the launch of Think Productive US. Watch Graham explain the nine steps to becoming a Productivity Ninja at bit.ly/ninjaway and read a free sample at bit.ly/ninjaextract. Graham Allcott is a productivity trainer, social entrepreneur, and founder of Think Productive, which runs public productivity workshops throughout the world and has run in-house workshops for staff at organizations including the Bill & Melinda Gates Foundation, American Express, JP Morgan, Amazon, eBay, PayPal, and GlaxoSmithKline. Send awesome email is a new book from Doug Dennison, CEO at MailNinja. This book dives into the world of email marketing, giving you practical and helpful tips and hacks to send awesome email campaigns and newsletters.

Struggling? You're in the right place. In a world that's obsessed with fast hacks, quick wins, and Instagram-perfection (cue "Everything is Awesome") struggle has become a taboo. A sign that something's gone horribly wrong. But what if we've got it all wrong about getting it wrong? What if struggle isn't a battle to fight, a trap to avoid, or a sign of weakness? What if struggle is precisely where the magic happens - where we do our best, most important work? Whether you're wading in treacle, waiting for the storm to pass or just damn tired of the hustle, this thought-provoking exploration will shine a surprising new light on the truth, beauty and opportunity hidden in life's shittier moments.

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Author of the award-winning 'How to be Really Productive', Grace Marshall is known for her "refreshingly human" approach to productivity. Featured in The Guardian, Forbes, Huffpost and BBC Radio, her work as a Productivity Ninja has taken her from Norway to New York, helping thousands of people - from startup founders to corporate managers, artists to engineers, students and CEOs - to replace stress, overwhelm and frustration with success, sanity and satisfaction.

To do: take the stress out of work defeat 'information overload' be more efficient. Whether you are overwhelmed by your to-do list, or get stressed just looking at your full inbox, this Practical Guide from productivity expert Graham Allcott reveals how to think, and act, more productively and to start loving work. Following a simple A-Z of expert tips and real-life examples, you will learn to improve your focus, regain control, and feel cool, calm and collected.

In the age of information overload, traditional time management techniques simply don't cut it when it comes to overflowing inboxes, ever-expanding to-do lists and endless, pointless meetings. Thankfully there is a better way: The Way of the Productivity Ninja. Using techniques including Ruthlessness, Mindfulness, Zen-like Calm and Stealth & Camouflage you will get your inbox down to zero, make the most of your attention, beat procrastination

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and learn to work smarter, not harder. Written by one of the UK's foremost productivity experts, *How to be a Productivity Ninja* is a fun, accessible and practical guide to staying cool, calm and collected, getting more done, and learning to love your work again. In the world of smartphones, instant internet access and on-demand documentaries, studying should be easier than ever. Yet all this background noise can make us unfocused and inefficient learners. So how can you cut through the distractions and get back to productive, rewarding learning? Four little words: Think like a Ninja. Paralysed by procrastination? Harness some Ninja Focus to get things started. Overwhelmed by exam nerves? You need some Zen-like Calm to turn those butterflies into steely focus. Surrounded by too many scrappy notes and unfinished to-do lists? Get Weapon-savvy with the latest organizational technology. With nine Ninja techniques to learn, there is a solution here for everyone who wants to learn better – and they don't involve giving up the rest of your life. Written by one of the world's foremost productivity experts, *How to be a Study Ninja* is a fun, accessible and practical guide on how to get the most out of your studying and love the quest for knowledge again. Every idea in this book is focused on increasing your overall levels of productivity, performance, and output and on making you more valuable in whatever you do. You can apply many of these ideas to your

personal life as well. Each of these twenty-one methods and techniques is complete in itself. All are necessary. One strategy might be effective in one situation and another might apply to another task. All together, these twenty-one ideas represent a smorgasbord of personal effectiveness techniques that you can use at any time, in any order or sequence that makes sense to you at the moment. The key to success is action. These principles work to bring about fast, predictable improvements in performance and results. The faster you learn and apply them, the faster you will move ahead in your career - guaranteed! There will be no limit to what you can accomplish when you learn how to Eat That Frog!

"A one-two punch! Half kick in the ass, half cheerleading encouragement." —Steven Pressfield, author of *The War of Art* If you are happy being just a dreamer, perhaps you don't need this book. If you're enjoying the status quo, don't even consider reading this book. If you are content waiting for success to find you, please put this book down and go find something else to read. Why has *Poke the Box* become a cult classic? Because it's a book that dares readers to do something they're afraid of. It could be what you need, too. "Is Seth Godin the Pied Piper for however many of us have been afraid to fail? Will I answer his call? Will you?" —Peter Shermeta, reviewing the original edition of *Poke the*

Box

NEW YORK TIMES BESTSELLER. A habit expert from Stanford University shares his breakthrough method for building habits quickly and easily. With *Tiny Habits* you'll increase productivity by tapping into positive emotions to create a happier and healthier life. Dr. Fogg's new and extremely practical method picks up where *Atomic Habits* left off. "There are many great books on the topic [of habits]: *The Power of Habit*, *Atomic Habits*, but this offers the most comprehensive, practical, simple, and compassionate method I've ever come across." ??—?? John Stepper, Goodreads user BJ FOGG is here to change your life??—??and revolutionize how we think about human behavior. Based on twenty years of research and Fogg's experience coaching more than 40,000 people, *Tiny Habits* cracks the code of habit formation. With breakthrough discoveries in every chapter, you'll learn the simplest proven ways to transform your life. Fogg shows you how to feel good about your successes instead of bad about your failures. This proven, step-by-step guide will help you design habits and make them stick through positive emotion and celebrating small successes. Whether you want to lose weight, de-stress, sleep better, or be more productive each day, *Tiny Habits* makes it easy to achieve??—??by starting small.

What's the secret to work smarter not harder? What

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tricks and tips are out there to help you become a productivity ninja? Look no farther--this book has 101 productivity ideas to help you work smarter starting today! Once upon a time, I was just like you: disorganized, overworked, and a huge ball of stress! I took a hard look at my life and how I was (poorly) accomplishing things in my life, and made some huge changes to work smarter not harder and become the productivity ninja that I am today! In my book you'll learn:

1. The best methods to improve your productivity in the office and how to effectively eliminate distractions
2. What you can do to maximize productivity at home so you can spend more quality time with your family and friends
3. Why "Just Say No" doesn't just apply to drugs!
4. How to become a more productive student
5. How to help others out to become a productivity ninja

Need another reason to buy this book? Here's a great one: I donate 5% of the proceeds from the sales of my books to Reading Is Fundamental, the largest and most respected childrens' literacy non-profit in America. Stop your productivity woes. Work smarter not harder and become a productivity ninja today and buy this book!

World-leading productivity expert Graham Allcott's business bible is given a complete update for 2019. Do you waste too much time on your phone? Scroll through Twitter or Instagram when you should be getting down to your real tasks? Is your attention

easily distracted? We've got the solution: *The Way of the Productivity Ninja*. In the age of information overload, traditional time management techniques simply don't cut it anymore. Using techniques including Ruthlessness, Mindfulness, Zen-like Calm and Stealth & Camouflage, this fully revised new edition of *How to be a Productivity Ninja* offers a fun and accessible guide to working smarter, getting more done and learning to love what you do again. "This guy does next level stuff. I have worked with him and I have no idea how or why he is able to do some of the things I have witnessed. Science is just catching up with biohacking. It's time to start studying spirit hacking and how Shaman Durek can achieve the tangible results he achieves." —Dave Asprey, author of the New York Times bestseller, *The Bulletproof Diet*, Silicon Valley investor and technology entrepreneur In *Spirit Hacking: Shamanic Keys to Reclaim Your Personal Power, Transform Yourself, and Light Up the World*, Shaman Durek, a sixth-generation shaman, shares life altering shamanic keys allowing you to tap into your personal power. Through new information you will banish fear and darkness from your life in favor of light, positivity, and strength. Shaman Durek's bold and sometimes controversial wisdom shakes loose our assumptions about ourselves and the very world around us. He ultimately teaches us how to step fearlessly out of this Blackout (the age of darkness

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we are currently experiencing) and access a place of fierce empowerment by use of tools and techniques of timeless Shamanic tradition. This transformation is both personal and collective; as individuals step out of darkness and begin to experience the light, we bring our loved ones and communities out of the shadows as well. Shaman Durek inherited a rich legacy of ancient wisdom and now shares this knowledge for a modern context. He advises everyone from celebrities like Gwyneth Paltrow and Nina Dobrev to innovative executives such as Bullet-Proof Coffee founder Dave Asprey. Spirit Hacking shatters readers' complacency, giving them tools to navigate the tumultuous times in which we find ourselves. We will emerge from this period happier, lighter, and more vibrant than ever before.

Is your inbox overloaded? Feel like your email is controlling your life? You need the ninja way of email management! In this short ebook, an edited extract from Graham Allcott's acclaimed *How to be a Productivity Ninja*, you'll learn the simple skills to get your inbox down to zero - and keep it there, day after day. Following Allcott's straightforward advice, anyone - from a student to a Chief Executive - can keep on top of their messages and feel in command, calm and up to date. You'll learn to be ruthless, to separate thinking from doing, and how to make your email inbox work for you - and not the other way around!

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Improve your productivity, increase focus, and enhance your organizational and time management skills with these 500+ easy tips and tricks for getting more stuff done. We all know about Post-It notes and to-do lists—and now, with this handy guide you can take productivity to the next level! Learn to use technology to your advantage, schedule your time wisely, and organize your materials for maximum efficiency. Some of Productivity Hacks’s easy-to-implement tips include utilizing “do not disturb” features on your phone and computer to avoid distractions, scheduling a specific time to check your email instead of shifting focus again and again, and creating templates for your most-used email responses so you don’t need to do the same work twice—and many more! From accomplishing more in the workplace to maintaining a healthy work-life balance, these tips will help hone your focus and time management skills in simple, manageable steps. You’ll be amazed how much more you can achieve over the course of a day!

We all know the benefits of healthy eating, but in practice, it’s often just not compatible with a busy, working lifestyle. Grabbing food on the go between meetings, before you rush to the gym, after catching up with friends – there’s just not enough time to be fussy – what you eat often takes a backseat. But what if that didn’t have to be the case? What if what you were eating actually gave you more time;

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boosting your productivity, increasing your focus, and ensuring that you didn't fall victim to that daily 3pm energy slump? Productivity and nutrition experts Graham Allcott and Colette Heneghan present a new way to think about what you eat: the Productivity Ninja way. A new book in the bestselling Productivity Ninja series, Work Fuel shows you how eating well can and should fit into your lifestyle, however busy it is. From surviving conferences and work trips to how to best put together your food shopping list, Work Fuel provides you with an investment plan, promising to improve your performance, focus and energy by changing the way that you eat.

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