

How To Be A Productivity Ninja Allcott Graham

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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

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 since 2009 when they were founded by best selling author graham allcott their 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 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

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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 world leading productivity expert graham allcott s business bible is given a complete update 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

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

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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

an introducing practical guide showing you how to decrease stress and increase efficiency

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 assassins 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 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 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 knowledge 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

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 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

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 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

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dreams schemes and opportunity as space opens for tourism and commerce twentieth century space exploration may have belonged to state funded giants such as nasa but there is a parallel history which has set the template for the future even before apollo 11 landed on the moon private companies were exploiting space via communication satellites a sector that is seeing exponential growth in the internet age in human spaceflight too commercialisation is making itself felt billionaire entrepreneurs elon musk jeff bezos and richard branson have long trumpeted plans to make space travel a possibility for ordinary people and those ideas are inching ever closer to reality at the same time other companies plan to mine the moon for helium 3 or asteroids for precious metals science writer andrew may takes an entertaining in depth look at the triumphs and heroic failures of our quixotic quest to commercialise the final frontier

featured as a guardian long read a fast paced myth busting exposé max blumenthal author of the management of savagery contentious forceful salutary the new yorker everything we have been told about the democratic nature of the internet is a marketing ploy as the cambridge analytica scandal has shown private corporations consider it their right to use our data and by extension us which ever way they see fit tempted by their appealing organisational and diagnostic tools we have allowed private internet corporations access to the most intimate corners of our lives but the internet was developed from the outset as a weapon looking at the hidden origins of many internet corporations and platforms levine shows that this is a function not a bug of the online experience conceived as a surveillance tool by arpa to control insurgents in the vietnam war the internet is now essential to our lives this book investigates the troubling and unavoidable truth of its history and the unfathomable power of the corporations who now more or less own it without this book your picture of contemporary society will be missing an essential piece of the puzzle a masterful job of research and reporting about the military origins of the world wide web and how its essential nature has not changed in the years since its creation during the cold war tim shorrock author of spies for hire

the authoritative account of the infamous runaway mp by his daughter a compelling account of an extraordinary political scandal written from inside the stonehouse family martin bell on 20 november 1974 british labour mp and privy counsellor john stonehouse faked his death in miami and using a forged identity entered australia hoping to escape his old life and start anew one month later his identity was uncovered and he was cautioned the start of years of legal proceedings in a tale that involves spies from the communist czechoslovak secret service a three way love affair and the old bailey john s daughter examines previously unseen evidence telling the dramatic true story for the first time disputing allegations and upturning common misconceptions which are still in circulation the story was never far from the front pages of the press in the mid 70s and yet so much of the truth is still unknown a close look at the political dynamics of the time paced like a thriller it s time for the world to know the real john stonehouse

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 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

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