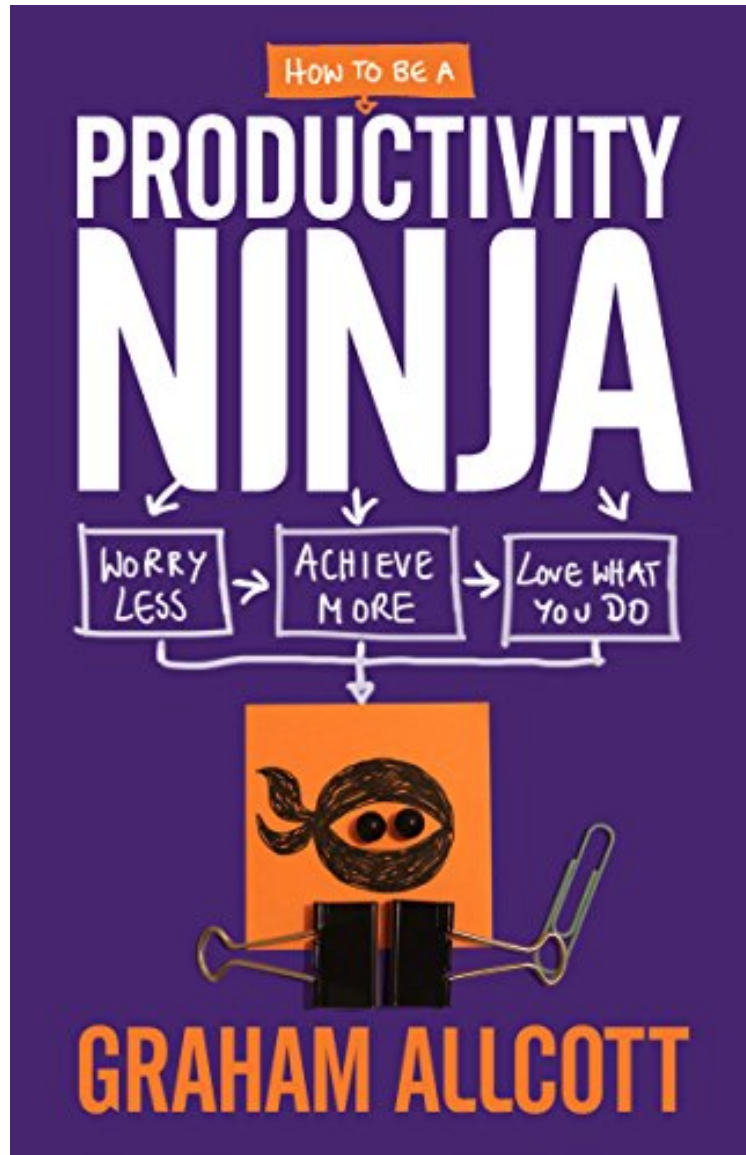


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In the age of information overload, traditional time management techniques simply don't cut it when it comes to overflowing inboxes, ever-expanding to-do lists and endless, pointless meetings. Thankfully there is a better way: The Way of the Productivity 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.

'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 * '[Allcott] has distilled the wisdom of hundreds of business seminars into this handy little book to help us get organised, de-clutter our minds and desks and become altogether calmer, happier and more productive ... this book makes for a well-rounded manual to sharpen up your work methods.' -- Claudia Sunderhauf * Waterstones.com * Language Notes 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, Zenlike calm and stealth and 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. This product is manufactured on demand using CD-R recordable media. .com's standard return policy will apply. About the Author Graham Allcott is a productivity trainer, social entrepreneur and founder of Think Productive. His company runs public workshops throughout the world and also run in-house workshops for staff at a range of organizations, including eBay, the Bill Melinda Gates Foundation, American Express and GlaxoSmithKline.