



## How to be a Productivity Ninja: Worry Less, Achieve More and Love What You Do

*Graham Allcott*

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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.



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