



# HOW TO BECOME A *productivity* NINJA

Presented by Abby Banks from 4onemore.com

Productivity doesn't happen by accident.  
You have to plan for it and know the best ways to make it a reality.

The problem is - we're naturally NOT productive.

**Productivity comes through time optimization.**

Here's how to make it work in real life.

## **#1: THE MAGIC OF 168 HOURS**

Write your biggest takeaway here:

### **Action Steps:**

- >> Grab Laura Vanderkam's book *168 Hours*
- >> Do a time study & download a block schedule weekly planner here:  
<https://www.4onemore.com/block-schedule-weekly-planner-freebie/>

## **#2: BATCHING**

Write your biggest takeaway here:

### **Action Steps:**

- >> Make a list of all your weekly responsibilities & tasks
- >> Download a personal productivity analysis guide here:  
<https://www.4onemore.com/productivity>
- >> Group like-tasks together (use colored pens for a visual cue)
- >> Grab a weekly time blocking sheet (link in step #1) and write in when each task will be batched
- >> Follow through



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## #3: BULLET JOURNAL

Write your biggest takeaway here:

### Action Steps:

- >> Buy a blank journal
- >> Create pages for each aspect of your life that needs organized
- >> Ideas to include: monthly & weekly calendar, brainstorming pages, lists, dreams, long-term goals

## #4: DEEP WORK

Write your biggest takeaway here:

### Action Steps:

- >> Read Cal Newport's book *Deep Work*
- >> Determine your time wasters

## TIME TO IMPLEMENT!

**What steps will you take this week to become a productivity ninja?**