

Are you an office ninja?

EVERY OFFICE HAS ONE: THE SUPERHUMAN COLLEAGUE WITH STEALTH, NINJA-LIKE SKILLS AND WHAT SEEMS TO BE MORE HOURS IN A WORKDAY THAN ANYONE ELSE. SOUND FAMILIAR? DO YOU HAVE SERIOUS HUSTLE THAT GETS THE JOB DONE DAILY, AND THEN SOME? HERE'S HOW TO TELL IF YOU'RE THE RESIDENT NINJA WARRIOR OF YOUR OFFICE.



1

You defy time

When things get hectic and panic is futile, it's about velocity. Is your daily schedule busy? Heck yes. Are you taking calm, conscious steps toward the goal despite that? Also, yes.

OFFICE NINJA TIP: BUDGET YOUR DAYS WITH CONVICTION AND SAY "NO" TO ADDITIONAL TASKS WHEN IT'S NECESSARY.



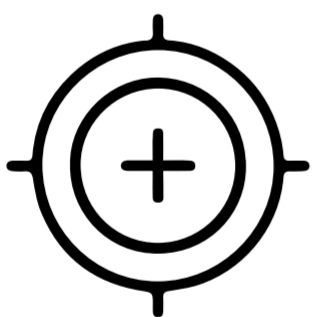
2

You control impulses

Your phone is tucked away when you're at work. You curb the desire to check email constantly and forego looking at social media.



OFFICE NINJA TIP: CHECK EMAILS AT DEDICATED POINTS IN THE DAY INSTEAD OF AS THEY ROLL IN, AND YOU'LL SAVE TIME.



3

You have superior focus

You use your ultrasharp concentration to complete tasks correctly the first time. You could be doing eight things at once, but it would lead to do-overs.

OFFICE NINJA TIP: ELIMINATE TASK SWITCHING THROUGHOUT YOUR DAY AND INSTEAD JUST FOCUS ON ONE AT A TIME.



4

You minimize large tasks

How does a ninja climb over a wall? One foot at a time. How do you complete a PowerPoint presentation by 5 p.m.? One slide at a time.



OFFICE NINJA TIP: DECONSTRUCT YOUR TO-DO LIST AT THE START OF EACH DAY, AND FINISH THE TOUGHEST TASKS FIRST.

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OFFICE NINJAS AT YOUR ORGANIZATION ARE ALREADY USING STAPLES TO HELP THEM GET MORE DONE IN A DAY. FOR INFORMATION ON HOW YOU CAN GET THE SAME BENEFITS, CALL **1877-826-7755** OR [SIGN UP HERE](#).