



Productivity **Ninja** Retreat

Kick-start your productivity, health and personal growth

Why you should not miss this event

Stress and overload are some of the highest priority concerns in business today. Learning to become a Productivity Ninja will give you the awareness, knowledge, tools and techniques to help yourself and those around you. Being “on top” of what you do, managing your attention and being able to focus again will change your life forever. Improving your mindfulness, health and energy levels will have flow on effects to all aspects of your life.



Matt Cowdroy is a Productivity Ninja and the owner of Think Productive Australia. Matt has over 20 years experience in Marketing, Sales and Finance. He has worked for local and global organisations and has also worked extensively throughout Asia. Matt’s formal qualifications are in Business and Marketing. He also has qualifications in Yogic Studies and Meditation. He is passionate about understanding people and what motivates them. He loves sharing his passion for productivity, stress management, mindfulness and managing a hectic life. For more information on Think Productive, visit www.thinkproductive.com.au



Physical and mental wellness is a critical aspect to being a Productivity Ninja and we will have the privilege of being joined by **Sally Boore** from Consciously Well Australia to share her experiences, insights and understanding of the human body and mind. Sally is a Naturopath, Nutritionist, Western Herbal Medicine Practitioner and Psychotherapist with 20 years experience in her private practice in Sydney. She is passionate about educating and guiding individuals in how to be well, both in body and mind. For more information on Consciously Well, visit www.consciouslywell.com.au.

Who Should Attend

Join us at Knai Bang Chat for a retreat that offers relaxation and growth, plus it will turn you into a Productivity Ninja. Be prepared to rest deeply and also work hard. We're creating an environment that provides an opportunity to unwind whilst also developing knowledge and skills to enhance your productivity and wellness. We're all overwhelmed with "too much to do, in too little time", and a constant sense of "overload". This retreat is for anyone whose work involves independent decision-making. This includes people from all levels of an organisation, from entry level roles through to CEO.

Key Benefits of Attending

1. Learn how to overcome "information overload" and stress – by managing attention, not time.
2. Experience the power of mindfulness and relaxation.
3. Get in control of your workload – and develop a "second brain" to make it all easier.
4. Learn practical tools to manage and reduce interruptions
5. Get email under control. Implement the structures to help manage email volume and keep your inbox clear.
6. Change the way you think about email – forever.
7. Discover your own bad email habits.
8. Deepen your understanding of mindfulness, neuroscience and develop a mindfulness practice that will fit in your life.
9. Explore nutritional and functional medicine advances that can guide you to peak health and performance.
10. Relax and recharge whilst also working on yourself, your business and your stress levels.



Retreat Program

16 August

- Check in / registration

17 August

Opening

- Getting to know each other.
- Setting outcomes and expectations for the retreat.

Module 1 – Stress and Mindfulness

- The impact of constant stress on the body, and mind.
- Positive Neuroplasticity - learning to “take in the good” to reduce stress and increase calm.

Morning Break

Module 2 – Qualities of a Productivity Ninja

- Productivity challenges and desires.
- 9 characteristics of the Productivity Ninja.
- Knowledge work and how to succeed.
- Introduction to the Productivity Ninja “Second Brain”.

Yoga, Lunch

Module 3 – Becoming a Productivity Ninja - Part 1

Overview of the C-O-R-D model.

- C = Capture and Collect
- Brain Download exercise
- O = Organise – develop a trusted system to work smarter
- Projects vs Actions
- Discuss apps and tools
- Setting up your second brain
- (Note: you will need your laptops for this section)

Afternoon break

Module 4 – Becoming a Productivity Ninja - Part 2

- R = Review
- The power of checklists
- Unlocking the benefits of CORD
- Weekly reflection and planning

Pausing for integration

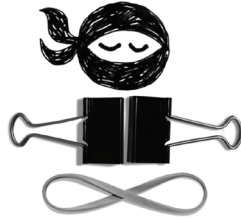
Evening Meditation Class (optional)

Dinner and free time

18 August

Module 5 – Importance of Sleep

The undervalued healing qualities of sleep, and how to get better at it.



Module 6 – Mastering the art of the Productivity Ninja - Part 3

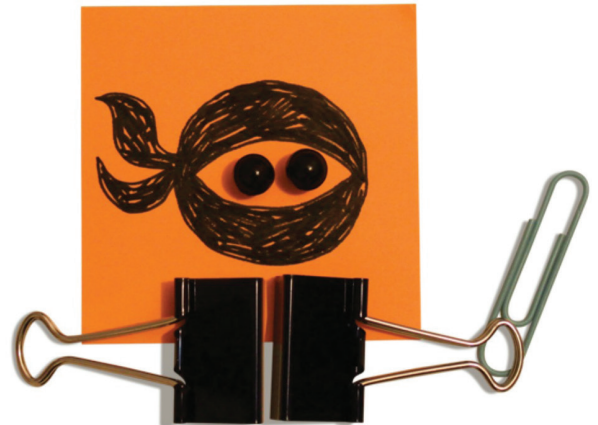
- D = Do – doing better doing
- Rituals and habits of Productivity Ninjas
- Eat the Frog
- Ruthlessness – the power of saying no
- Proactive Attention management

Morning break

Module 7– Inbox to Zero – Part 1

- Learn the power of batch processing
- Learn to distinguish “connectivity” from “productivity”
- Combat email distraction
- Change the way you think about email – forever

Yoga, Lunch



Module 8 – Inbox to Zero – Part 2

- (Note: you will need your laptops and access to emails for this section)
- Hands on time – getting your Inboxes to Zero

Afternoon Break

Module 9 – Nutrition

Eating for energy, productivity and peace.

Module 10 - Digestion

The importance of a healthy gut microbiome for clear thinking, balanced mood and calm.

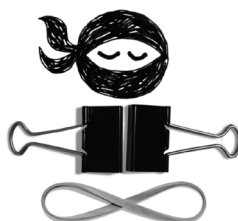
Productivity Ninja Wrap Up

- Developing a personal Productivity Ninja plan.
- Discussion – what’s changed for you?
- Making it stick - moving beyond today.

Pausing for integration

Evening Meditation Class (optional)

Dinner and free time



Retreat Details, Inclusions and Pricing

Retreat Dates

16th – 19th August 2016

16th August: Arrive from 1pm for Check In and Registration

17th August: Retreat Program Day 1

18th August: Retreat Program Day 2

19th August: Check out

Inclusions

- Full retreat program as described above
- 3 nights accommodation at Knai Bang Chatt – including
- 3 x Breakfast
- 3 x Dinners
- 2 x Lunches
- 1 x Complimentary Spa treatment
- Yoga Classes
- Meditation Classes
- Printed handouts
- Copy of “How to Be a Productivity Ninja” by Graham Allcott (founder of Think Productive Global)

Price

Early Bird Special (for bookings made before 30th June)

\$800 per person USD single occupancy

\$650 per person USD double / twin occupancy

Standard Price (bookings made after 30th June)

\$950 per person USD single occupancy

\$750 per person USD double / twin occupancy

About Knai Bang Chatt – “The Essence of Kep”

Get ready to be inspired you with timeless architecture, manicured gardens and astonishing views overlooking the islands in the Gulf of Siam. Guests will be welcomed with compassion, appreciation and with respect.

From arrival until departure, we will ensure you have a wonderful and local Cambodian experience with plenty of memories to take back home.

In addition to our fine dining and superb SPA treatments, you can enjoy morning yoga classes, evening meditations.

Optional excursions will enhance your visit with local culture and the beautiful countryside enhancing your rejuvenation.



This retreat is proudly brought to you by:



Bookings and enquiries

Please contact John Black (General Manager)
at Knai Bang Chatt to enquire or book.
Email: gm@knaibangchatt.com