



KWIK PRODUCTIVITY

With Jim Kwik

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LESSON 1
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IN THIS SHORT LIFE THAT ONLY LASTS AN HOUR
HOW MUCH - HOW LITTLE - IS WITHIN OUR
POWER?

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WELCOME TO KWIK PRODUCTIVITY, the 10-day course designed to maximize how much you get done in every area of your life.

Time is your most valuable asset and it's the only thing we all have an equal amount of. If you've ever felt like you don't have enough time or aren't sure how to make the most of the time you have, this course is going to help you increase your productivity so that you get the most out of the 86,400 seconds you wake up with each and every day.

Let's get started.

What area of your life do you feel stuck in?



• LESSON 1

How do you want to use this program to help get you unstuck?

Productivity is _____
_____.

What does productivity mean to you?



Draw the Limitless model below:

Using the model you've drawn, let's drill down into how to use the 3 M's to boost your productivity. Use these pages for your initial assessment in each area, and refer back to them often so you can track your progress throughout the program.

MINDSET – your set of assumptions and attitudes you have about productivity.

- ✦ Do you believe being more productive is possible?
- ✦ Do you believe you're capable of increasing your productivity?
- ✦ What are the LIEs you tell yourself about your current productivity?



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MOTIVATION – remember the motivation formula $P \times E \times S3$.

- ✦ Do you have a clear purpose for reaching your productivity goal?
- ✦ Do you have the energy to achieve your goal?
- ✦ Have you broken it down into small, simple steps?

METHODS – the tools and techniques you can use to increase your productivity.

- ✦ What are the current methods you use when it comes to your daily tasks?
- ✦ How competent or capable do you feel in being able to achieve your goal?
- ✦ What skills, tactics, or knowledge do you need to learn to increase your productivity?

What **M** do you need to focus on the most?



What are the three I's?

✓ | –

✓ | –

✓ | –

The highest level of productivity is

What are the two most powerful words?

What statements can you use to help unlock your limitless potential?



KWIK EXERCISE:

Imagine a day of extreme productivity. Write down as much detail as possible about what that day looks like.

KWIK HOMEWORK:

What are the things you want to focus on? And what are the biggest challenges in achieving your perfect productivity day? Share in the comments below.