

## PRODUCTIVITY QUIZ

# WHAT'S YOUR PRODUCTIVITY IQ?

Do you ever wonder if you're productive enough but *weren't sure how to quantify it* or how to *become more productive*?

This simple 10 question quiz will give you your current **Productivity IQ**. This score is just a measure of your productivity right now, at this moment. It is not fixed and doesn't have to be this number forever. But it's important to know where you are now so you can decide what steps you will need to take to make progress. *The first step towards improvement is always awareness.*

After you take the quiz and get your score, use the 2 step process I outline for you below to start improving your **Productivity IQ**.

Rate yourself on these 10 areas of productivity.

	<b>1</b>	<b>2</b>	<b>3</b>
	RARELY	SOMETIMES	ALMOST ALWAYS
1 I plan my time at least 24 hours in advance.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2 I schedule time to take care of myself, first.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3 I follow my plan, even when I don't feel like it.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4 I plan my time according to my priorities.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5 I don't procrastinate.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6 I plan for the unexpected.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7 I don't distract.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8 I don't indulge in overwhelm.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9 I believe there is plenty of time.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10 I tell the truth (when I say yes it's really a yes and I am skilled at saying no.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## Add up the points to get your current Productivity IQ.

**Remember**, this is just a gauge of your productivity levels right now, in this moment. Whatever this is right now, it does not mean that it will always be this way in the future. This score is meant to bring awareness to you and the opportunities you have to become even more productive.

### Ratings by Score

< 20	<b>Burnout</b>	Overwhelm, stress, anxiety; overworking - working too much, too long, or too hard
20-27	<b>Dissatisfaction</b>	High achieving but still overworking or underproducing; feels out of balance, trading off what you really want for what seems reasonable or practical, justification
28 +	<b>Exceptional</b>	Unicorn level - massive results in smaller amounts of time than other people in same position, level, or industry; feels in control of schedule and time; opportunity is to continue master in productivity and live into being an example of what's possible for self

Now that you know where you are, you get to decide whether or not you want to improve your productivity level. This is important. Your ability as a human to make a conscious, deliberate choice for what you want is your power position.

If you said yes, then commit to your yes and start taking action towards improvement. I have made this super simple for you. All you need to do is follow this 2 Step Process. It's not a fancy strategy or some new planner or tool that is going to revolutionize your schedule. And it's probably not what you thought I would tell you to do.

But the most important part of becoming uber productive is creating a productivity mindset. This is how what I teach you is different than the other productivity and time management systems out there. We definitely tackle strategy, planning, and other tips and tactics but without the productivity mindset shifts, you won't make progress as quickly as you could, you will probably get bored with it and stop using it, or you will quit because life happened (you are a working Mom so it's inevitable) and you didn't have the strategy or tool to handle what you couldn't anticipate.

The right mindset is the solution to all of these obstacles. It is the most important piece of the work we do together to help you create the exact schedule you want and get all the things done.

It all starts within your own mind.

# 2-STEP PROCESS FOR IMPROVEMENT

**Step #1:** Choose one area of focus at a time from the 10 questions in the quiz. (One that you rated yourself a 1 or a 2).

**Step #2:** Increase the rating of this area of focus.

1. To increase the rating from a 1 to a 2, practice living into the belief, *“I am becoming a woman who...”*

**Example:** I am becoming a woman who plans her time at least 24 hours in advance. This means sometimes you do and sometimes you don't. Try to focus on the times that you do and remind yourself of these daily.

2. To increase the rating from a 2 to a 3, practice living into the belief, *“I am a woman who...”*

**Example:** I am a woman who plans her time 24 hours in advance. This means that this is just who you are. You probably believe you are a Mom who is there for her kids, anytime they need her. And because you identify this way, you will stay home with them when they are sick, you will help them complete that project or assignment at school, you will get them to that after school activity. It's just who you are. The same is true with the beliefs you adopt about yourself, your productivity and time management. When you believe that you are a productive woman, you will be.

When you start identifying as the woman who has these 10 productivity skills, you will actually do them.

This is not complicated nor does it require a lot of time. Keep it simple and focus on only one thing until you have moved the needle to a 2 or a 3 and only then choose a new area to focus on.

Small changes over time add up. A small 1% improvement every day leads to an improvement factor of 37 over the course of a year. 1% per day translates to just 15 minutes per day. You can do 15 minutes.

This quiz is designed to be used as an awareness tool and to check in on your productivity progress over time. But if you are ready to take a deep dive and learn how to schedule your work life to live the rest of your life, the very next step is to schedule your FREE Planning Session with me. This is a one on one call where I will take you through my Before and After Process that is designed to uncover what isn't working now in your schedule, what you really want (maybe working only while the kids are in school or taking one day off for yourself each week or working only 30 hours??) and how our work together will make this dream schedule your new reality. All you need to do is visit <https://neillwilliams.as.me/group> to grab yours FREE 30 minute Planning Session.

I'm so excited for you and this new schedule you are about to create where you get to work and live the exact life you want.