



Productivity Indicator assessment

(Purpose: To increase your focus, energy and effectiveness every single week.

Steps: Rate yourself honestly, tally the total, and see how well you're doing then you can identify what to do to improve your productivity level)

I'm good at prioritizing and working on what's important	1 (Not like me at all) 3 (Somewhat like me) 4 (Mostly like me) 2 (Not much like me) 5 (Very much like me)
I often procrastinate and don't meet deadlines	1 (Very much like me) 3 (Somewhat like me) 4 (Not much like me) 2 (Mostly like me) 5 (Not like me at all)
I stay present and focused throughout the day	1 (Not like me at all) 3 (Somewhat like me) 4 (Mostly like me) 2 (Not much like me) 5 (Very much like me)
I set goals but often don't achieve them	1 (Very much like me) 3 (Somewhat like me) 4 (Not much like me) 2 (Mostly like me) 5 (Not like me at all)
I can manage tasks and projects to completion	1 (Not like me at all) 3 (Somewhat like me) 4 (Mostly like me) 2 (Not much like me) 5 (Very much like me)
It is easy for me to avoid distractions and temptations	1 (Not like me at all) 3 (Somewhat like me) 4 (Mostly like me) 2 (Not much like me) 5 (Very much like me)
It is easy for me to get overwhelmed that decrease my performance	1 (Very much like me) 3 (Somewhat like me) 4 (Not much like me) 2 (Mostly like me) 5 (Not like me at all)
TOTAL SCORE:	_____

Results: If in tallying all of your ratings you didn't end up with a score of at least 28 then it's likely you are feeling too stressed, fatigued or distracted each week. It's time to get serious about setting up more discipline in your life so that you can experience the freedom of peace and mindfulness.

Suggestions: Spend some time looking at each area that didn't get at least a score of 4 and ask yourself, 'How could I reclaim my day and insert a few more practices of sanity that will help me maintain extraordinary mental, physical and spiritual energy every day? What could I do to help my mind focus more, my body release tension more often, and my spirit sing?'

Check out the productivity course to increase your level of productivity at: jenvuhuong.com/productivity.

Level up

<p><i>Increase the outputs that matter</i></p> <p><i>Clarify your five moves</i></p> <ul style="list-style-type: none"> - what you want - five moves - 60% of time on that five moves, the rest is distraction or delegation
<p><i>Get insanely good at key skills</i></p> <ul style="list-style-type: none"> - emotion - socialisation - teaching

Daily planning tool

<h1 style="margin: 0;">1-page ACHIEVER</h1> <p style="margin: 0;">Day: _____ Name: _____</p>			
<p>Your 3 words (core values):</p> <p>The feelings that I want to experience today:</p>			
Long-term goal or life purpose			
Prioritised daily goals/outcomes to achieve long-term goals	Goal 1:	Goal 2:	Goal 3:
Prioritised actions to achieve daily goals/outcomes	1. 2. 3.	1. 2. 3.	1. 2. 3.
Evaluation of the progress			
Contact list	<ul style="list-style-type: none"> - Reaching out to: - Waiting on: - Daily recorded important contacts: 		
Daily to-do list following hours			
When you wake up	Healthy morning habits (water lemon, stretching and exercise, journaling, gratitude practice, planning your day by using this tool, reading or listening to inspirational materials)		

<i>Before you go to sleep</i>	Healthy evening habits (Journaling, reflection and reading)	
GRATITUDE: 3 things that you feel thankful for	GIVING: 3 things can be contributed to others	GROWTH or COURAGE: 3 things can be done differently or out of comfort zone