



## PRODUCTIVITY WAKE-UP CALL: 3 STEPS TO GETTING MORE DONE WITHOUT BURNING OUT



*Start showing up as your best self –  
with less stress and more results.”*

RAIYAN INSPIRES



## ABOUT COACH MOUNFIQ RAIYAN ABU:

She is an experienced leader, speaker, and author who has trained and coached over 10,000 individuals and leaders across Nigeria and Canada. She is a Life-Sync Expert and Mindset Reset Coach, a mother of six, and a passionate guide who helps women move from overwhelm to clarity, confidence, and thriving success.



## ABOUT US

Raiyan Inspires Consulting Ltd is a transformation-focused coaching and training brand founded by Coach Mounfiq Raiyan Abu, a Life-Sync Expert and Mindset Reset Coach. With over two decades of leadership experience and over 10,000 individuals coached across Nigeria and Canada, the organization helps women, particularly working mums, career professionals, and business owners, step out of overwhelm and into clarity, confidence, and thriving success

--RAYIANINSPIRES TEAM



# *The Productivity Mirror*

## *(Awareness)*

Take a moment to reflect on your current productivity habits. Answer the following questions honestly to gain a better understanding of where you stand.

### *Mini Quiz: How Productive Are You?*

- *I often feel overwhelmed by my to-do list. (Yes/No)*
- *I frequently miss deadlines. (Yes/No)*
- *I find it hard to focus on one task at a time. (Yes/No)*
- *I regularly work overtime to catch up. (Yes/No)*
- *I feel burnt out or exhausted at the end of the day. (Yes/No)*

Scoring System:

**Mostly No: Congratulations! You have a good handle on your productivity.**

**1-2 Yes: You're doing okay, but there's room for improvement.**

**3-5 Yes: It's time for a productivity wake-up call! Don't worry, we're here to help.**

# *The Quick Win Plan (Value)*

Ready to reset your productivity? Follow these three simple steps for quick wins and lasting change:

## *3-Step Productivity Reset*

*1. Identify Your Top 3 Priorities: What are the three most important tasks you need to accomplish this week? Write them down below:*

- *Task 1:*

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- *Task 2:*

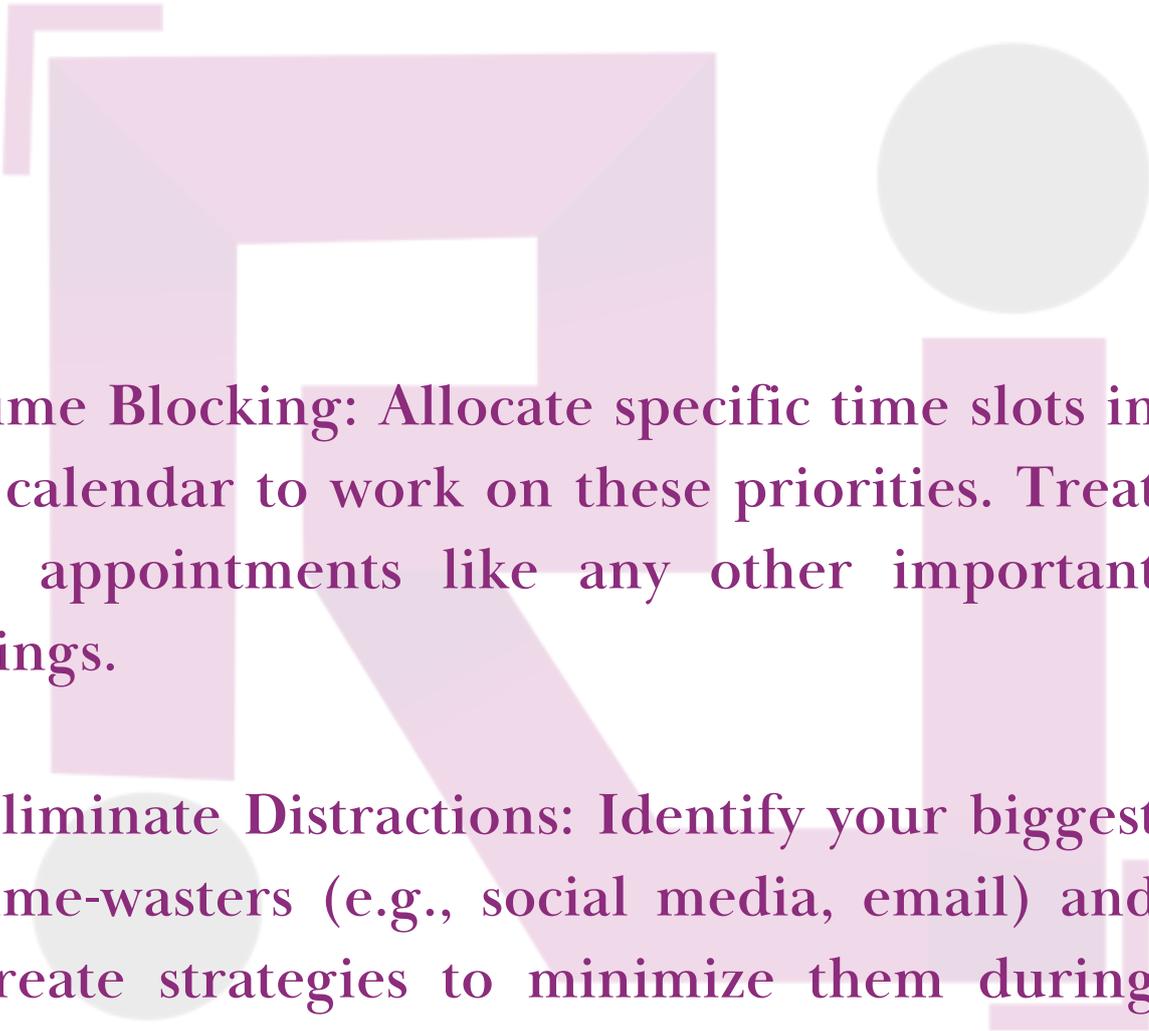
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- *Task 3:*

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**2. Time Blocking:** Allocate specific time slots in your calendar to work on these priorities. Treat these appointments like any other important meetings.

- **Eliminate Distractions:** Identify your biggest time-wasters (e.g., social media, email) and create strategies to minimize them during your focus time.

**Challenge:** Commit to following these three steps every day for the next week. Track your progress and note any improvements you experience.

# *Productivity Mastery*

Do you want to take your productivity to the next level?

Don't worry, We Have The Productivity Mastery Course just for you.

In this comprehensive course, you'll learn advanced strategies for:

- Prioritization and goal setting
- Time management and scheduling
- Delegation and outsourcing
- Motivation and focus
- Overcoming procrastination and burnout

Visit our [website link](#) to the course to learn more and enroll today! Special discounts are available for a limited time.

This workbook provided a basic framework for understanding your productivity and provided an actionable starting point. It's important to continue reflecting and refining your strategies.

# *Need more insight and support?*

JOIN OUR MASTERCLASS



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