INTRODUCTION:

This program is "Wake Up Productive: The Inner Game & Outer Game Of Time Management and Personal Productivity." The promise of this program is that if you go through the whole program and do all the exercises, you will wake up 90 days from now twice as productive as you now.

I believe there are two parts to Success. On the inside, it means feeling content and optimistic, and on the outside it means achievement and making things happen. If we only have one or the other, there's something we feel is missing. It's important to combine these inner and outer "games."

Part of this is feeling that we're in control of our own lives. If we don't feel we're in control, it's difficult to feel happy and successful.

Today you'll watch this introductory video and the first fast start session. Then starting tomorrow, you'll watch one more fast start session on each day. Then the following Monday you'll start watching one session each week.

Here are 11 Productivity Principles I want to share with you up front:

**Productivity Principle #1:** Everyone can be productive. Are you more productive in a structured environment, or with a blank canvass? When do you feel most productive and creative?

**Productivity Principle #2:** Managing time is actually about managing yourself.

**Productivity Principle #3:** We have three brains, not just one. We think we're the thinking brain, but actually the two older brains control us most of the time.

**Productivity Principle #4:** Habit is destiny.

**Productivity Principle #5:** Internal chaos triggers external chaos.

**Productivity Principle #6:** Focus your talent and strength on your biggest opportunity.

**Productivity Principle #7:** Your future can be an extension of your past, or it can be something new that you create.

**Productivity Principle #8:** Focus on what you want to create, not on what you want to avoid.

**Productivity Principle #9:** Choose, don’t decide.

**Productivity Principle #10:** Balance organization with creativity.

**Productivity Principle #11:** If you want to wake up productive, you must go to the next level of YOU.