

Module 3 Checklist

Back @ the Desk

Effectiveness Objectives

- Finish writing your effectiveness objectives

Big Rocks

- Complete your Big Rock list and finish mapping your Big Rocks
- Identify the Big Rocks that would benefit from planning

Time Management Matrix

- Complete the reflection activity on page 42

Clarity of End Result and Circles of Concern

- Complete your Clarity of End Result and your small steps to address potential obstacles (pages 44 and 45)

Planning

- Complete the reflection activity on page 46
- Complete at least one memory map and action plan
- Schedule time to complete additional memory maps and action plans
- As you assume new responsibilities or undertake new projects, make time to plan them

Unfinished Business from Modules 1 and 2

- Continue to work on any unfinished business from Modules 1 and 2

Create the conditions to allow you to work best

Address: PO Box 370 Mawson ACT 2607

Phone: +61 2 6290 2622

Web: www.pepworldwide.com.au/pep-worldwide/about-us/