

# Module 4 Checklist

## Back @ the Desk

### Weekly Review and Action Plan (WRAP)

- Reflect on the benefits that you would get from completing a WRAP (p52)
- Complete one WRAP
- Schedule a recurring weekly appointment for your WRAP
- Reflect on other strategies that you could use to manage your workload when your WRAP produces a time deficit (p54)

### Daily Progress Check and Preview

- Schedule a recurring appointment for your Daily Progress Check and Preview
- Reflect on the benefits that you would be seeking from this routine (57)
- Reflect on what else you could include in a daily progress check (p57)

### Persistence Strategies

- Choose some persistence strategies that will help you stay focussed on your Big Rocks (p59)
- Choose some persistence strategies that will help you create and sustain the conditions that will help you and others work best

### Memory Maps and Action Plans

- Schedule planning time for other projects and key responsibilities

### Unfinished Business from Modules 1, 2 and 3

- Continue to work on any unfinished business from Modules 1, 2 and 3

**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/](http://www.pepworldwide.com.au/pep-worldwide/about-us/)