

# Module 7 Checklist

## Back @ the Desk

### Working Effectively Objectives

- Write your Working Effectively Together objectives for PEP on page 6 in your PEP Manual.

### Sunset Motel

- Identify and take action on your learnings from the story on pages 70 and 71 in your PEP Manual.

### Impact Map

- Develop small steps for the group impact map and diarise/take action as appropriate.
- Complete one personal impact map on pages 83-85 OR reflect on what would alert you in the future that you need on.

### Complete Unfinished Efficiency and Effectiveness Actions

- Take action on/diarise any unfinished work on Efficiency and Effectiveness. Refer to your action plan on page 7 and your reflection activity on pages 65 and 66 in your PEP Manual.

### Prepare for Module 8

- Complete the Personal Work Style Survey on pages 72-74.

**Create the conditions to allow you to work best**

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