

# Module 3 Checklist

## Back @ the Desk

### Effectiveness Objectives

- Finish writing your effectiveness objectives on page 6.

### Big Rocks

- Complete your Big Rock list on page 38 and finish mapping your Big Rocks on page 41.
- 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 (pages 48, 49 and 50).
- 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**

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