

Module 4 Checklist

Back @ the Desk

Weekly Review and Action Plan (WRAP)

- Reflect on the benefits that you would get from completing a WRAP (page 52).
- Complete one WRAP (don't forget to download the WRAP template).
- 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 (page 54).

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 (page 57).
- Reflect on what else you could include in a daily progress check (page 57).

Persistence Strategies

- Choose some persistence strategies that will help you stay focussed on your Big Rocks (page 59).
- 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

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