

Module 6 Checklist

Back @ the Desk

Distractions

- Practice **Do it Now/Do Something About It** on the things that are distracting you (pages 56 and 57).

Interruptions

- Practice **Do it Now/Assess and Choose the Higher Priority** on your interruptions (pages 58-61).

Procrastination

- Practice **Do it Now/Do worst First** on the things that you put off doing. (pages 62 and 63).

Working Smarter

- Practice using some of the new **Working Smarter** techniques introduced in this module (pages 71-101).

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/