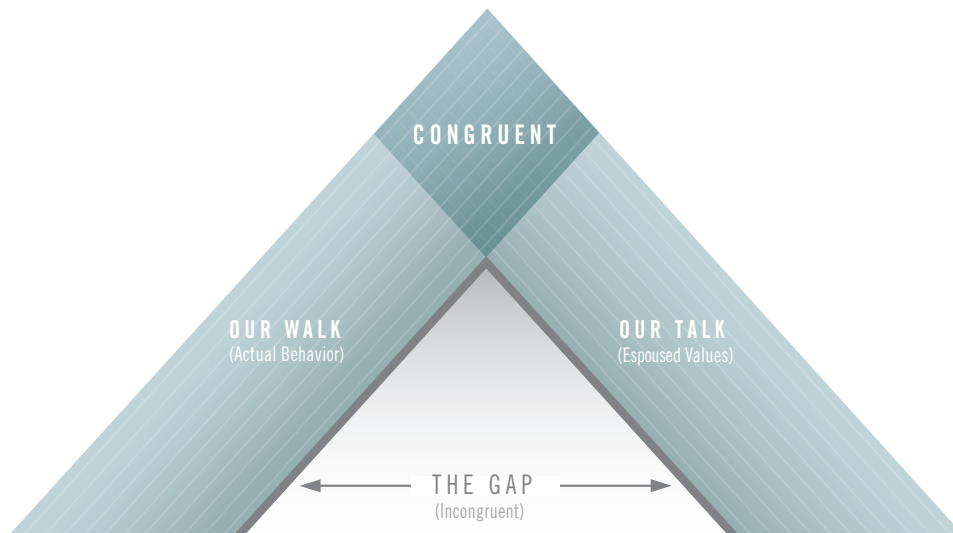


STEP 1: WALK THE TALK PRACTICE

- Reflect on your list of personal core values
- Review your prior week and identify any gaps between your walk (behavior) and your talk (espoused values)
- Recommit to closing the gap by identifying what actions or behaviors you need to block time for this week



STEP 2: GET ORGANIZED

- Review your calendar, project action plans, and all task (To Do) lists

STEP 3: REVIEW PRIORITIES

- Select projects that you will work on during the upcoming week; revise priorities if necessary
- Look 30 - 90 days ahead and identify sequential prep work needing time this week

STEP 4: PLAN YOUR WEEK

- Establish specific next actions for major projects, upcoming deadlines, and any other tasks you intended to do this week

STEP 5: SCHEDULE

- Transfer all specific next actions into your calendar
- Block appointments on the days/times you intend to complete each task
- Assign the task a due date and reminder in “Outlook Tasks” to notify you on the day and time that it is to be completed

Date:	
1. Review Review your core values/guiding principles and select one where there is a gap between your walk and your talk.	
2. Reflect Reflect on your behavior and describe how it was not congruent with your espoused values.	
3. Recommit Recommit by describing what you intend to do in the future to close this gap.	
Date:	
1. Review Review your core values/guiding principles and select one where there is a gap between your walk and your talk.	
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