### 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 of 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

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WALK THE TALK LOG