

# UNDERSTAND YOURSELF

SAVE TIME, ENERGY AND RESOURCES

## 1. When are you at your Best?

Time of Day \_\_\_\_\_ Food Eaten \_\_\_\_\_

Sleep/Rest \_\_\_\_\_ Family Issues \_\_\_\_\_

## 2. Work System Check-In

System	Working great (check)	Could use upgrading (check)
calendar		
correspondence (email et al)		
task management		
file management		
priority management		
long range planning		

## 3. What is your true desire/desires (think big, be brave, be bold!)

What's my work like? \_\_\_\_\_ What are my clients like? \_\_\_\_\_

What's my life like? \_\_\_\_\_ How do I feel? \_\_\_\_\_

## 4. What is in the way, preventing you from getting to number 3 above?

\_\_\_\_\_

5. **Name one small step**, tiny, minuscule, that will inch you closer to getting to your true desire. Baby-step. Tiny. Almost laughable.

\_\_\_\_\_ *Do this tomorrow. Period.*



**Want to learn more about how you can be even better?**

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