

Back-to-Work Checklist

Take a few minutes to make notes of your plans and goals in each of these areas this fall:

1. MEETINGS

2. EMAIL MANAGEMENT

3. MANAGING INTERRUPTIONS

4. ONE-ON-ONES

5. GETTING AWAY FROM THE DESK AT LUNCH

6. CLEARING THE CLUTTER

7. EXERCISE

8. FOSTERING RELATIONSHIPS



9. THE PROJECT THAT'S HANGING - COMPLETION OR DELETION

10. MY PERSONAL AND PROFESSIONAL DEVELOPMENT

11. TIME WITH LOVED ONES

OTHER NOTES FOR MYSELF

Please check out the blog post which inspired this checklist at:

<http://www.potentialsrealized.com/teams-365-blog.html>

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