

Focus Personal Development Check List

Check List Statements	1 Low - 5 High	Comments
I have completed the task and advancement identification exercise on page 8		
I have completed the activity exercise and identified my main displacement activities		
I understand the CIA model and how I can use it		
I have identified my road blocks from the activity exercise and have plans to work on what I can control and influence		
I understand the aspects of work I need to show a radical acceptance to		
I understand the impact of multitasking and have plans to reduce how often I 'get caught'		
I have identified my 'big rocks' Q2 activities		
I have adopted a plan do review methodology to time management planning and have a recurring meeting with myself		
I use the pomodoro technique for all by 'big rock' Q2 activities		
I manage incoming e mail by allocating 2-3 pomodoros to it per day		
I have read and internalised the refresher document and supporting blogs		