PRACTICE EXERCISES

DILIGENCE

WEEK TWO

★ The number of stars represents the degree of difficulty. ★

All three exercises this week involve developing a **DILIGENCE CHECKLIST.** There are two steps to that process. STEP TWO is split in half, since it involves extra thought work. Your exercise goal is to follow all three steps during the week to practice the thought process and complete the list. You can make up a hypothetical project or task (see STEP ONE) and not actually do it. Or, preferably, you can map out a checklist for a project or task you need to take on. **Progress Points** will be awarded based on the star value as usual. However, here's a heads up. In next week's (Week Three) Practice Exercises the three-star exercise is to complete the task you created for this week's Diligence Checklist. That means you can earn all Progress Points this week (6 total) for creating the Diligence Checklist, but earn three more points by completing that task by the end of the month. So pick a task or project you can complete in that time period.

What's My Task?

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STEP ONE: Select a project or task that you want or need to take on. Jot down what that task is and why you want to do it.

Identify the task.

State the reason why you want to do it.

Diligence Checklist

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STEP TWO: These are the issues and questions you must consider to "think thoroughly" and "act conscientiously" to create a comprehensive TO-DO LIST. Use the backside of this page to make your list.

- ☐ **Double-check all the basics.** What is needed? When is it expected?
- ☐ **Make sure you know how to do what you're doing.** Do research. Think through the process.
- ☐ **Who needs to be kept in the loop?** Who needs input, approval, updates?
- ☐ **Find a good example of what you're trying to accomplish.** What should the finished project, task, report, etc. look like?
- ☐ **Anticipate the help/resources you'll need.** Don't ask for help last minute. Give a heads up.

Diligence Checklist (cont.)

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- ☐ **Verify all time-related elements.** How long will it take? Do I have enough time? Does the flow of the project fit my schedule and calendar? How much extra time do I need to build in?
- ☐ **Anticipate hold ups and obstacles.** What could come up that will slow me up or shut me down?
- ☐ **Now make your To-Do List** with all your Diligence Checklist in mind. Write down everything. Every step. Every material, tool, resource, deadline, etc.
- ☐ **Give it that little bit extra.** What could I do to go beyond what's expected and surprise and please people?
- ☐ **Count the cost and make a successful commitment.** How can I make sure I follow through even when things get tough?

Want all 30 diligence exercises in our full-color 60 page workbooks? **bit.ly/diligence-hardcopy** or scan the QR code.

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