🗹 REALITY CHECK

Name: Click and type

Date: Click and type

Once you’ve completed this strategy, please submit your completed Reality Check as follows:

* + - Complete this document with your answers.
    - Save a copy of your completed *Reality Check* and email it as an attachment.

Time Awareness Initiative

1. What benefits will you achieve by blocking time for both professional and personal activities? Click and type
2. List one time allocation habit you have that serves you well professionally and allows you to achieve your goals each day. Click and type
3. List one time allocation habit you have that does not serve you well professionally and identify what you need to improve or change this habit. Click and type
4. What challenges (if any) do you anticipate to blocking time weekly for professional activities and how will you manage them? Click and type