

## THIRTY-DAY IMPROVEMENT GUIDE

Between now and \_\_\_\_\_ I will

A. Break these habits: (suggestions)

1. Putting off things.
2. Negative language.
3. Watching TV more than 60 minutes per day.
4. Gossip.

B. Acquire these habits: (suggestions)

1. A rigid morning examination of my appearance.
2. Plan each day's work the night before.
3. Compliment people at every possible opportunity.

C. Increase my value to my employer in these ways: (suggestions)

1. Do a better job of developing my subordinates.
2. Learn more about my company, what it does, and the customers it serves.
3. Make three specific suggestions to help my company become more efficient.

D. Increase my value to my home in these ways: (suggestions)

1. Show more appreciation for the little things my wife does that I've been taking for granted.
2. Once each week, do something special with my whole family.
3. Give one hour each day of my undivided attention to my family.