

# Give and Take

by Adam Grant

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A printable to-do list of the most effective habits from this book. Check one off each day you do it.

MON TUE WED THU FRI SAT SUN

<sup>01</sup> **Run a five-minute favor audit**

List three small favors you can do this week that use your unique access or knowledge without consuming your whole calendar.

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<sup>02</sup> **Share credit before it is contested**

In your next team update, name the specific people whose work made the result possible before anyone asks who deserves recognition.

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<sup>03</sup> **Spot one taker signal**

Watch for the gap between how someone treats powerful people and how they treat people with less status or leverage.

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<sup>04</sup> **Create a boundary script**

Prepare one warm no: I cannot do that this week, but I can point you to the best next resource or spend ten minutes on the narrow question.

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<sup>05</sup> **Ask for one useful introduction**

Practice receiving by asking a trusted person for a specific introduction, piece of feedback, or resource that would move your work forward.