ACTION CHECKLIST

How Successful People Think: Change Your Thinking, Change Your Life

by John C. Maxwell

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

☐ 01 **Schedule a thinking block**

Reserve 25 minutes for one important question.

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☐ 02 **Use the big-picture prompt**

Ask what this choice affects in six months.

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☐ 03 **List ten options**

Generate ten possible moves before evaluating any of them.

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☐ 04 **Review one experience**

Write what happened, what worked, and what to repeat.

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☐ 05 **Ask a sharp question**

Bring one problem to someone who thinks differently from you.

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☐ 06 **Remove one input**

Turn off one distraction before doing deep thinking.

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☐ 07 **Define the real problem**

Rewrite a problem statement until it names the actual constraint.