

Managing Oneself

by Peter F. Drucker

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

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01

Run feedback analysis

Write expected results for a decision, then compare them with actual results later.

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02

Name your work style

Identify whether you learn and decide best by reading, writing, talking, or doing.

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03

Map your strengths

List three results that came easily to you and the strength each one reveals.

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04

Surface a values conflict

Name one place where success would require behavior you do not respect.

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05

Define contribution

Write the result your team most needs from you in the next 12 months.

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06

Share operating instructions

Tell a collaborator how to best communicate, brief, or review work with you.

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07

Ask others how they work

Get the same operating preferences from one key colleague.

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08

Stop fixing a non-strength

Move one recurring weak area to a system, partner, or lower standard.

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