

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

[illegible]

Find one recurring sorry that should become a factual sentence.

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02 Write a direct ask

Convert one hint into a clear request.

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03 Prepare a credit statement

Name a recent result and your role in it.

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04 Choose a boundary script

Write what you can do, by when, and what tradeoff exists.

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05 Speak the recommendation

Make one recommendation without cushioning it first.

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06 **Claim one result**

Add your contribution to a status update.

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[illegible]