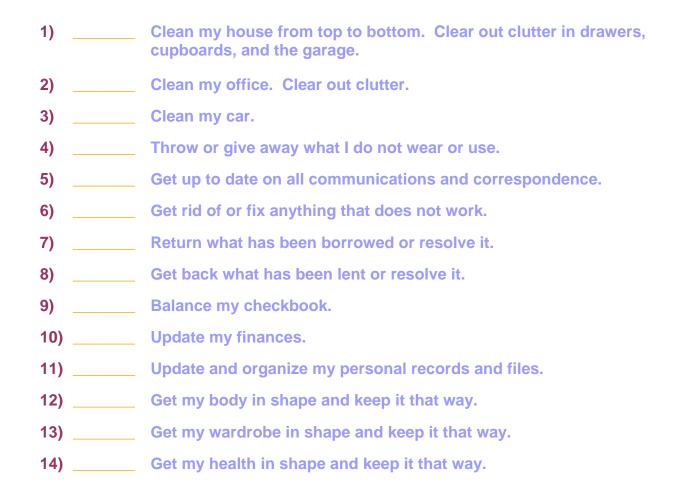
## Getting It Together

Set dates to complete the following items.

This is an important time to take stock, so that you can enjoy the fruits of your labors. Completing unfinished tasks frees up your energy and boosts productivity, so that you can bring things to fruition. Harvest the fruits of your labors by getting things done. Completion, attainment, and fulfillment give you the energy and sustenance for the next cycle.

Here is an effectiveness checklist to help you along. (The first time I went through this list it took me months!)



Please remember this is a process—often to be repeated until we learn to clean up our lives on a regular basis by doing complete work in the moment.

Form courtesy of and copyrighted by Dr. Janice Hughes, B.Sc., M.Sc., D.C., | FB026

