



GRATITUDE	MUST FIX	Q1 Identify one tool, habit, or person that you are using as a crutch.	Q2 What is a crutch that your company is using? Is it a good or bad crutch?
Happiness stems from gratitude. What do I have to be thankful for this week?	What are the unaddressed issues to fix this week? 1. 2. 3. 4. 5.		
TASKS	CONTACTS	FOCUS #1: _____	FOCUS #2: _____
What miscellaneous tasks do I need to take care of? ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	Who do I need to reach out to this week? ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	What is it? Why is it important? Who do I need help from? What does success look like?	What is it? Why is it important? Who do I need help from? What does success look like?
		FOCUS #3: _____	FOCUS #4: _____
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