



ENABLE EXERCISE #10

My Daily Progress Checklist

Near the end of each work day, use this checklist to evaluate your progress or setbacks. What can you do to best facilitate progress at work given that even *small steps forward* are highly correlated with mood and work/job satisfaction?

My PROGRESS	My SETBACKS
Describe 1 or 2 events today indicated progress or even a breakthrough.	Describe 1 or 2 events today indicated a small or large setback or even a possible crisis.
Describe <i>catalysts</i> that helped contribute to progress (actions that directly support work such as support from others):	Describe <i>inhibitors</i> that contribute to setbacks (actions that fail to support or actually hinder work):
Describe <i>nourishers</i> that helped contribute to progress (events such as praise, recognition or words of encouragement):	Describe <i>toxins</i> that contribute to setbacks (discouraging or undermining interactions or events):
What can I do tomorrow to enhance the <i>catalysts</i> and <i>nourishers</i> to enhance my progress?	
What can I do tomorrow to reduce the <i>inhibitors</i> and <i>toxins</i> to enhance my progress?	