

## The Integrity Checklist

The ability to give and keep your word is fundamental to both a successful career and a successful life. When you know how to give and keep your word, you trust yourself to perform, and others quickly recognize that they can trust you too. By the same token, if you perpetually over-promise and under-deliver, you are difficult to deal with and others will shy away from working with you.

TBC's **INTEGRITY CHECKLIST (IC)** is a tool that helps you hone this critical skill by focusing your attention on those specific actions you want to practice daily. Every time you glance at your **IC**, you get to choose – “Do what I said I would do, or don't. Keep my word, or not.” Like regular exercise, the **IC** strengthens your “keep your word” muscle.

### Instructions for Use

- Date the **IC** across the top row for the next twenty-one days, starting with tomorrow's date.
- Identify 3 Fundamental Practices you will do each day to support your breakthrough goals. Write these three practices down in the far left column, one in each of the first three rows. Examples:
  - **Leave office impeccable**
  - **Daily Mtg**
  - **5 Requests per day**
- Beginning Day 1, mark the day's box with a **Y** if you do the practice; **N** if you don't.
- Email your IC to your TBC Coach every Monday by 12 noon so that the two of you can track and review your progress on your next coaching call.

**HELPFUL HINT:** If you log an entire week of No's, DO NOT STOP USING THE IC. It's o.k. - this is not a test. You're learning by doing and not doing. Instead, ask yourself the following:

1. What's not working about how I'm currently organized, that I'm not doing what I said I would do?
2. How could I adjust what I'm doing so that I am better able to keep my promises?
3. What additional support might I need from someone else in order to keep my word?
4. Is there a better place to post my **IC** so that I am more frequently reminded to practice?

Just by engaging in these questions, you will strengthen your ability to give and keep your word.