



Practice (TM)

Tweaks	Standard (Habit) or Unique (Moment)	When	Where	How	With Whom
<b>Sample Work Tweak:</b> Finish Complex Legal Brief	Unique (Moment)	Wed. all day	Work remotely from home	Participate in 10am team meeting via Phone / Remain accessible via IM & Email / Save document in share platform	Team: if need right away call on phone/ Coordinate with partner to use home office and take dog to day care.
<b>Sample Personal Tweak:</b> Walk 30 minutes	Standard (Habit)	Tuesday and Thursday: 30 minutes at lunch--12:30 to 1:00 pm	Outside	Wear comfortable outfit, put sneakers in briefcase and bring headphones for iPhone	Ask Pat to cover for me and offer to cover for her when she leaves early for yoga on Monday/ Thursday
<b>YOUR Tweak:</b>					

YES / NO (circle one): Is this tweak (s) noticeable to others?

If YES, why? If NO, why not? \_\_\_\_\_

If YES, how can you be reached or who will cover? \_\_\_\_\_