

Quick Fixes Worksheet

An action list to improve your daily routine

How to use this worksheet

1. Notice what bugs you and where you struggle
2. Decide how to improve it and who is responsible for making the changes
3. Agree a completion date with the responsible person

#	What bugs you? Where do you struggle?	What can be done about it?	Who is responsible?	Fix by date	✓
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					