

Worksheet

The Edge Team Training

Module 3 – Session 3

Deciding What Done Means

Picture the outcome.

EXERCISE 1.

Are you working on a project right now that you have not decided what done means or think of a project you have been avoiding (personally or professionally). Visualize what done means to you. You may have to ask another team member or a client what done means to them.

- Write down what done means for this project
- Visualize that moment that it is done – the endpoint

EXERCISE 2.

How would you implement a “Done for the Day” list?

- If you do everything on this “Done for the Day” list, would you feel satisfied?
- Would it work for you to circle items in the “To Do List” in your to do list as your “Done for the Day” plan?