IGNITE: Adapting for Long-Term Success: Optimise Checklist

Introduction:

Streamline your pivot with efficiency, using Optimises strategies and UYP's productivity principles. Download your Validation Log https://phillipmatthew.com/ignite/resources.

Instructions:

- ● Complete Fields: Fill sections for process, tool, efficiency gain, outcome, and feedback. Review weekly.
- ● Track Progress: Use Google Forms, Sheets, Docs, Notion, or paper (see User Guide at https://phillipmatthew.com/ignite/resources.
- ● Review with Mentor: Book a call with Phil at https://phillipmatthew.com/book-a-call/ to refine trend strategies.

Process	Tool	Efficiency Gain	Outcome	Mentor Feedback

Example: "Scheduling, Asana, Reduced wait times, 10% client retention boost, Book a call with Phil."