

## **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 <a href="https://phillipmatthew.com/ignite/resources">https://phillipmatthew.com/ignite/resources</a>.

## **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 <a href="https://phillipmatthew.com/ignite/resources">https://phillipmatthew.com/ignite/resources</a>.
- Review with Mentor: Book a call with Phil at <a href="https://phillipmatthew.com/book-a-call/">https://phillipmatthew.com/book-a-call/</a> to refine trend strategies.

Process	Tool	Efficiency	Outcome	Mentor Feedback
		Gain		

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