

You will experience exponential value when you start putting EXCELLENCE in action.

The **Excellence**
In Action Guide

Part of the

Performance Systems
Excellence

Welcome to the Excellence in Action guide. Use this form to maximize your return on your investment in Excellence.



1 Scan the publication.

Read what interests you, and then select one article at a time to focus on.

Article title: _____ By: _____



2 Capture the main ideas.

Read a couple of ideas that are most relevant to you.

Main Ideas: _____



3 Think of applications.

How might you apply these ideas and insights to your life or work?



4 Set a SMART goal.

Set a goal that is specific, measurable, actionable, realistic, and time-based.



5 List and complete three action items.

What will you start doing to meet your goal?

Action Item _____ Completed

Action Item _____ Completed

Action Item _____ Completed