

How to Maximize Your Efficiency

Make this journey a successful one!

To begin with, I recommend reading the whole book, that way you have satisfied your curiosity. I then suggest switching to a study and development mindset.

MAKE SURE TO READ EACH SECTION, as well as the sub-sections.

IMPLEMENT ACTIVE READING. By this I mean reading a section between two headings/subheadings and then taking a minute to think about how this applies to you, followed by clearly deciding on how you are going to put it in to action.

MAKE NOTES in either your paper or electronic development book as you go along. Also note when you feel inspired by the passages, what life experiences you associate with them or how you could apply them.

For each section/sub-section, **USE THE PACT GRID** that you will find explained at the end of Chapter 1 on page 36: My PACT Commitment "Best Practices".

- ☐ I have read. I have thought about it. I check it off on my list.
- ☐ I plan in my agenda when I will take action.
- ☐ I act immediately, I put it into practice now.
- ☐ I file this suggestion now to find the information when I need it.
- ☐ I pass the information on to whoever can benefit from it.
- ☐ I dismiss this suggestion (as it is not applicable to me).

I encourage you to take the time to **MAKE THE RIGHT DECISIONS FOR YOURSELF** and to put it into practice right away.

With **YOUR CHAPTER SUMMARY SHEET**, I recommend that you only write 3 sentences on what you would like to remember about the chapter.

At the end of each chapter, **GO TO THE CHAPTER'S BONUS WEB PAGE**. There you will find some additional downloads that will assist you even further. Here there is also a space to make notes if you so wish.

I welcome you to join the thousands of participants in the PEP® book community by noting your thoughts, your goals, and your successes.

TAKE ACTION, PERSIST AND ENJOY. You will find all the tool you need right here.

I wish you success.

Best wishes

Bruno