

SELF-INTEGRITY CHECKLIST

My Name: _____

I agree and commit to complete the entire Self-Integrity Checklist by _____.

Begin the Self-Integrity Checklist by inserting the targeted completion date for each item in the left hand column under “Promised Completion Date”.

As each item is completed insert the completion date under “Date Completed”.

TASKS	Promised Completion Date	Date Completed
1. Complete and deliver any unfinished communications:		
a. Letters to be written (including email)		
b. Acknowledgements & “Thank You’s” to be given		
c. Broken promises to be acknowledged and managed		
d. Anything hidden or held secret that needs to be communicated		
2. Resolve any broken agreements, unfinished business or unresolved issues		
3. Clean and organize my living space		
4. Clean my car thoroughly		
5. Organize my office space		
6. Complete any personal tasks that I have procrastinated on		
7. Complete any office tasks that I have procrastinated on		
8. Organize my personal files		
9. Balance my check book/bank accounts		
10. Pay my bills or make new agreements with creditors		
11. Organize my financial records		
12. Pay any taxes due and update tax & government information		
13. Resolve any broken agreements with social institutions (traffic tickets, library books, etc.)		
14. Fix, give-away or dispose of anything that does not work		
15. Give away or dispose of anything that I no longer use or wear [e.g. clothing, tools, electronics, etc.]		
16. Return anything borrowed that is no longer needed		
17. Ask for anything lent that I could now use		
18. Manage my primary relationships so that I have agreements and ground rules that support those relationships		
19. Prepare a plan to manage and resolve anything which abuses my body, mind and spirit		
20. Make a list of the relationships that are incomplete and unresolved that I am committed to complete and/or resolve.		

I commit to review this list weekly until all the tasks are completed by the Promised Completion Date.