

# ACTION

What is my NEXT step?

When will I have a reasonable chance of doing this?

Today's Date: \_\_\_\_\_

What: \_\_\_\_\_

Who: \_\_\_\_\_

When: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Notes: \_\_\_\_\_

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Date Completed: \_\_\_\_\_