ACTION

1. *What is my NEXT step?*
2. *When will I have a reasonable chance of doing this?*

Today's Date: _____

What: _____

Who: _____

When: _____ _____ _____ _____ _____

Phone: _____

Email: _____

Notes: _____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Date Completed: _____

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