THE PLAN ACTIVATOR

Date: _____

Action Items		Quick Follow Ups
Priority	Description	(i.e. Email Kevin @ XYZ Company)

1	•	Task Delegated
2	-	Task Transferred
3		Task Completed

PURPOSE OF THIS TOOL: When you organize your thoughts into action items and have a tool to track your progress, you become more amazing. Use the indicators to the left to check-off accomplished tasks. This is a tool to use daily.

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