

# Tool: Action items



Use this tool to help you remember things you need to do after your call or meeting. Write down what tasks need to be done, who will do them, and when they need to be done. Copy into a notebook or print more pages as needed.

Action item:

Who will do it:

Target date:

Comments

Action item:

Who will do it:

Target date:

Comments

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Target date:

Comments

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Comments