



helping helps you

MY \_\_\_\_\_  
 "IT" \_\_\_\_\_

# action plan

Name:	Accountability partner:	I call _____, _____ calls me	Date:	
Description of next project:				

First Action:		BY WHEN?	5PM TOMORROW!
		Time block - When am I working on it?	
		Put into calendar?	Y / N

Second Action:		BY WHEN?	
		Time block - When am I working on it?	
		Put into calendar?	Y / N

Third Action:		BY WHEN?	
		Time block - When am I working on it?	
		Put into calendar?	Y / N