

## Leadership Team Assignment List

Keep track of commitments made at meetings held in person, by phone, and online. Review the assignment log at least monthly during your leadership meetings.

## **INSTRUCTIONS**

- 1. List the date and a brief description of the assigned task.
- 2. List the first and last name of the person responsible for the action item along with their cellphone number.
- 3. Determine when each action step should be completed (list due date or start and end date).
- 4. Then fill in (shade) the cell of the appropriate box with the appropriate color.

DATE	ACTION ITEM	NAME	CELL#	WHEN









