

Live Well | Lead Well | Coach Well

**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.**

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.

[illegible]