Task Planning

This tool centers on the importance of you or your team asking why you are doing what you are doing. If there is not a valid reason for the meeting or the task, then it can be abandoned. Use this tool alone or with your team. A benefit to using this to plan with your team is that everyone will be on the same page *and* the responsibilities for accomplishing the task are shared, rather than falling on the shoulders of only one person.

Task: What are you planning? _____

Purpose: Why are you doing the task? _____

Outcome: What is the intended outcome? _____

Strategic Actions	Resources and Materials to Support These Actions (Including Who Does What)