

Action Log

Keep every agreed action in one place with a name and a date against it, so the next meeting starts from what happened rather than from memory.

A running list of everything somebody agreed to do — who owns it, when it is due, and what has happened since.

OWNER AND DATE, EVERY TIME

An action without an owner and a date is a wish. The two narrow columns in the middle are the ones that make this sheet work; fill them in at the meeting, not afterwards.

Group, project or team

Log started

Sheet