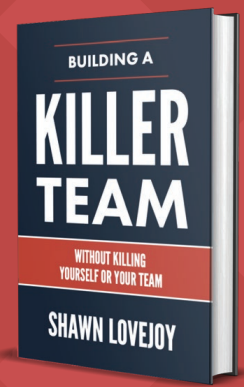


BUILDING A KILLER TEAM WITHOUT KILLING YOURSELF OR YOUR TEAM



Action Oriented Minutes

Amplify your team's effectiveness today by implementing "Action Oriented Minutes" into every meeting. Put this into action today by taking time in every meeting to determine: *"What was decided? Who is responsible? When is it due? When do we need to talk about it again?"* for each task. Your next meeting, review this list for accountability.

Meeting Date: _____

Members of The Meeting: _____

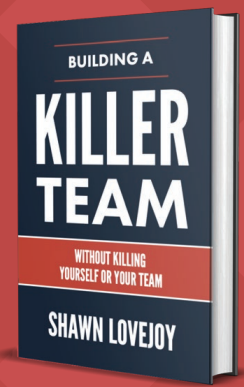
Task #1:

- What was decided?
- Who is responsible for it?
- When is it due?
- When do we need to talk about it again?

Task #2:

- What was decided?
- Who is responsible for it?
- When is it due?
- When do we need to talk about it again?

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Task #3:

- What was decided?
- Who is responsible for it?
- When is it due?
- When do we need to talk about it again?

Task #4:

- What was decided?
- Who is responsible for it?
- When is it due?
- When do we need to talk about it again?

Task #5:

- What was decided?
- Who is responsible for it?
- When is it due?
- When do we need to talk about it again?

Task #6:

- What was decided?
- Who is responsible for it?
- When is it due?
- When do we need to talk about it again?