

# Action Items Worksheet

Step One: Brainstorm

### New Actions

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Step Two: Catagorize

### MUST

### NEED

### WANT

MUST	NEED	WANT
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Step Three: Prioritize

### Prioritized Action Items List

1 _____	11 _____	_____
2 _____	12 _____	_____
3 _____	13 _____	_____
4 _____	14 _____	_____
5 _____	15 _____	_____
6 _____	16 _____	_____
7 _____	17 _____	_____
8 _____	18 _____	_____
9 _____	19 _____	_____
10 _____	20 _____	_____