Your Next Steps Planning Sheet

Name: ________________________________________________

Title/Role: ____________________________________________

Email: ________________________________________________

Project or Mission: ______________________________________

Reflecting on the good work you've done today, please answer the following questions.

1. How will you complete the remainder of the GIF?
   ____________________________________________________
   ____________________________________________________

2. To that end, what concrete next step can you commit to taking by the end of this week?
   ____________________________________________________
   ____________________________________________________

3. What can you commit to do by the end of this month?
   ____________________________________________________
   ____________________________________________________

4. Who are you going to reach out to in order to have a conversation?
   ____________________________________________________
   ____________________________________________________

5. What further documentation do you need?
   ____________________________________________________
   ____________________________________________________