# <u>To Do Now</u> ● #1

## To Do Soon

• #1

# **Parking Lot**

• #1

## **Recommended Books/Tools**

• #1

## Social Media Stories/Things to share

• #1

Direct Reports (individually listed) Example

#### <u>Sarah</u>

• #1

## <u>Michelle</u>

• #1

#### Misc.

• #1 -

Takeaways (Notes worth writing down but not something I have plans to implement)