

Limitless Advisor

SUMMIT ACTION PLAN

Use this form to set your priorities and actions for the quarter

NAME:

YEAR:

QUARTER:

This Quarter's Priorities

Big Why & Desired Outcomes

Clarify the outcome you want to create, the benefits of achieving it and why it's important to you.

BIG Priority:

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	DUE DATE	OWNER	NOTES
ACTION 1:
ACTION 2:
ACTION 3:
ACTION 4:
ACTION 5:

Progress Priority:

.....

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	DUE DATE	OWNER	NOTES
ACTION 1:
ACTION 2:
ACTION 3:
ACTION 4:
ACTION 5:

Progress Priority:

.....

.....

	DUE DATE	OWNER	NOTES
ACTION 1:
ACTION 2:
ACTION 3:
ACTION 4:
ACTION 5:

Reference and use the On-Purpose Project Planner to help you effectively scope, implement and manage each priority for optimal results.

