Mike Scott and Associates

INFORMATION TRANSFER FORM© (I.T.F.)

B/P = Business task or Personal task
P? = Priority of the task: (S) Specific Date - Action date & due date are the same
(F) Flexible Date - Flexible action date prior to an inflexible due date
(N) No Date - No planned action date and no consequences if not done (Just captured ideas)

Use this form in meetings for random thoughts. Use for one day only. Enter incomplete tasks into the Master Task System in the SPA.

B/P	P?	Delegated to	TASKS / PROJECTS / THOUGHTS / IDEAS / REQUESTS / DELEGATIONS (with deadline date)	Planned Action Date

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