



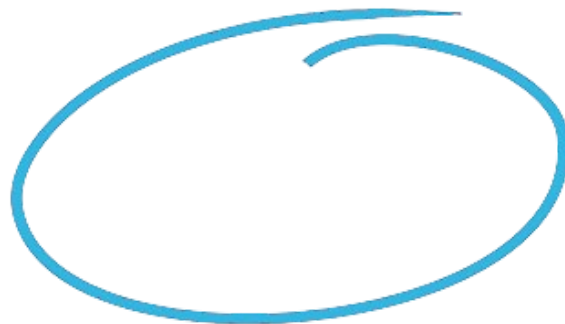
Planning Tool:

Individual & Collaborative Memory Map

Title:

Result:

Completion Date:



1. Clarify the end result
2. Write down everything that must happen to achieve the result – Memory Mapping
3. Incorporate any steps needed to expand your Circle of Influence
4. Order all steps using multiples of 5 for numbering
5. Estimate the time for each step (actual time)
6. Map out elapsed time using your calendar
7. Transfer into an Action Plan
8. Review Regularly