



Objectives	To Do's	Support	Timing	Done
<b>Define your objectives</b>	<b>Specify the individual tasks you need to fulfil to reach your objective</b>	<b>Write down the people who can help you fulfil this task</b>	<b>Note the date until when this task needs to be finished</b>	
1 - Primary objective	<b>1</b>		----- DD/MM/YY	
2 - Secondary objective	<b>2</b>		----- DD/MM/YY	
3 - Secondary objective	<b>3</b>		----- DD/MM/YY	
<b>Assess the importance of each objective:</b> <b>Low   Medium   High</b>	<b>4</b>		----- DD/MM/YY	
	<b>5</b>		----- DD/MM/YY	
	<b>6</b>		----- DD/MM/YY	
	<b>7</b>		----- DD/MM/YY	
<b>Take aways</b> Record your findings, learnings and other important notes				
<b>Next</b> Define potential next steps				

