Note: This document is “view only”. Please create a copy of this document and save it to your drive.

**Template: Post-Strategy Call Report- Systems Vault**

Hi \_\_\_\_\_\_\_\_,

What a pleasure catching up and talking strategy with you today! As promised, here is a comprehensive list of the action items we decided on for the month of \_\_\_\_\_\_\_.

1. Big-picture task
   1. Subtask (name of team member responsible)
   2. Subtask (name of team member responsible)
   3. Subtask (name of team member responsible)
2. Big-picture task
   1. Subtask (name of team member responsible)
   2. Subtask (name of team member responsible)
   3. Subtask (name of team member responsible)
3. Big-picture task
   1. Subtask (name of team member responsible)
   2. Subtask (name of team member responsible)
   3. Subtask (name of team member responsible)
4. Big-picture task
   1. Subtask (name of team member responsible)
   2. Subtask (name of team member responsible)
   3. Subtask (name of team member responsible)

How much buffer time are you leaving for last min things

I’ll be sending you updates on the status of these tasks throughout the month via Teamwork. Now let’s get down to kicking ass this month! :)