

# DOCUMENT PLANNER

## Plan Your Document

File Name

Today's Date

Due Date

PURPOSE

What I want to accomplish:

What I want my readers to

Do:

By (deadline):

Know:

Feel:

Resources (who, what):

READERS' PRIORITIES, INTERESTS, AND NEEDS

Reader 1

- 
- 
- 

Reader 2

- 
- 
- 

Reader 3

- 
- 
- 

Reader 4

- 
- 
- 

FOR PERSONAL USE ONLY

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## Design Your Document (Four-Box Format)

Subject Line/Title: \_\_\_\_\_  
Begin with signal word.

1  
PURPOSE/  
DEADLINES

Setup (optional)

Purpose (do/know) and deadlines

2  
PREVIEW

Introductory statement

Preview key supporting points (benefits, risks, highlights, overview)

- 
- 
- 

3  
DETAILS

Develop key supporting points with relevant details

Informative heading:

Relevant details:

Informative heading:

Relevant details:

Informative heading:

Relevant details:

4  
REVIEW

Restate purpose (do/know) and deadlines

Provide contact number

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