Business Simplification
MANAGEMENT SUCCESS

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MEETING PLANNER

- MEETING OBJECTIVE
- DATE
- VENUE
- START
- FINISH
- ATTENDEES
- APOLOGIES
- COPIES
- NEXT MEETING
- VENUE

#	ACTION/TASK	WHO	WHEN

THESE ACTIONS WILL MAKE OUR BUSINESS

EASIER TO DO
(for ourselves)
☐

EASIER TO USE
(for our customers)
☐

EASIER TO UNDERSTAND
(for all)
☐

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MEETING PLANNER

#	ACTION/TASK	WHO	WHEN

NOTES