

Sample Action Status Report

This document is different to an action “list” because it keeps a register of all outstanding action.

Here’s what you do:

- Keep a permanent “Action Register” document in your word processor.
- After every meeting you add all of the new action that has been delegated during the meeting.
- After every meeting, remove the completed actions and leave the ones that are not yet complete.

Here’s the powerful step:

- Just before the meeting (45 – 30 minutes before the start of the meeting) call everyone who has an outstanding action on the list and clarify the “Current Status” of their action(s)
- Type in their status in the last column
- Do that for everyone on the list
- Sort the list on column 4 – Deadline so the oldest deadlines are first
- Print out the Action register and give everyone a hard copy *as they enter the room*.

This document can be sorted in three ways:

1. Action register listed by person;
2. Action register listed by deadline;
3. Action register listed by current status.

Name	Action	Date Delegated	Deadline	Current Status
Steve Wish	Arrange collection of archive boxes from all 3 rd floor offices	3/3/17	2/4/17	Waiting for Facilities Depart to collect
Patrick Thomas	Check legislation about safety issues regarding accessing attic storage	12/4/17	17/5/17	Not completed
Tom Allen	Prepare report on new air conditioning unit with a recommended option	3/3/17	17/5/17	Waiting for final quote
Alistair Hopkins	Arrange audit of security pass access – especially past employees ability to access	15/6/17	17/6/17	Unknown – Alistair on leave
Mary Collins	Organize catering for Executive meeting	12/4/17	21/6/17	Completed
Alice Cook	Update website with new contact details	15/6/17	14/7/17	Complete
Anne Brown	Investigate with IT the possibility of access to color printer for all secretaries	15/6/17	14/7/17	Completed. Report <u>available</u>
Dennis Mackie	Sound out other managers about allocating money from their budgets for presentation skills training	15/6/17	14/7/17	All responses in except 2. Looks favorable.
Henry Tan	Obtain quotes for new printing supplier	15/6/17	14/7/17	Waiting for 3 rd quote

© Walk Tall – David Julian Price

P.O. Box 14, Floreat, Western Australia 6014

Ph: +61 8 9383 9499 Mobile: +61 41 8888 018 Email: david@davidprice.com

Web: www.davidprice.com www.masterofmeetings.com

Connect on LinkedIn - [davidjulianprice](https://www.linkedin.com/in/davidjulianprice)