

# Blank Template Worksheet

## What, How, Where, When & With Whom?

What do I need to do?


How do I need to do “It”? What do I need to do to accomplish this?


Where do I need to do “It”?


When do I need to do “It”?


With whom do I need to do “It”?


I need to commit myself to following my own instructions,  
then add  
**“It”**  
to my accountability project manager and  
**DO “It” NOW!**

**“It” Is Finally Your Turn!**