Goals or Ideas in process

Goal or Idea to improve quality, time management, and work environment/ morale:

Tasks /things to achieve the goal or idea:

Explain how it would improve/ enhance quality of

_____ to implement the above goal or idea:

Goals or Ideas in process

O _____

O _____

O _____

O _____

O _____

O _____

Projects to Complete

Project	
Deadline	Complete

Items required to finish project	Do to finish the project
O	O
O	O
O	O
O	O
O	O
O	O
O	O
O	O
O	O
O	O