OC Action Items [DATE \@ "M/d/yyyy"]

To Complete

David –

Ex. 5 Deliberative Process (DP)

February

Ex. 5 Deliberative Process (DP)

John

Ex. 5 Deliberative Process (DP)

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Ex. 5 Deliberative Process (DP)

Jacqueline

Ex. 5 Deliberative Process (DP)

Rochele

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

Ongoing

Ex. 5 Deliberative Process (DP)

John's Parking Lot

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

David's Action Item Groupings	
First word in Action List	**Explanation**
Approve	I must take an action (e.g. sign electronically or on paper) to allow something to move forward, e.g. a voucher or memo. I will use this when my expectation is that the approval is not contentious.
Call	Phone calls to make
Comment on	Usually a long document that requires my input and needs more than 15 minutes to do.
Decide	This means that there is an issue that I have not yet decided how to handle, and cannot proceed without first figuring this out. I expect some items will be Decide then Approve
Delegate	Assign a task or responsibility to someone else to take on.
Discuss	Need to discuss a project or issue with more than one person.
Draft	I have to draft an email or other document that is more than two paragraphs.
Prepare for	This will capture when I need to review materials to get ready for a meeting or trip, prepare for a speech.
Respond	Need to review an email and provide response back, but not expected to be controversial or major decision.
Read	Specific document to read, primarily for background, as the document is final, and no other immediate action item is attached. Not sure yet how useful this will be to track as this could be a large list if not careful initially.
Research	Need to explore or analyze a matter before can take further action.
Review or Skim	Consider a set of materials before can figure out the next step.
Recycle and File	Organize office
Submit	This would cover where I need to complete a form or gather information and submit it, e.g., voucher information for a trip, ethics financial form.
Send	This is primarily for emails that have been prepared for me to send out and assumption is I don't need to do much to the content prior to sending.
Take Training	Complete a required or optional training.
Waiting on	Someone else owes me something important and I may need to remind them.
Wrap Up	Finalize plans or preparation for a meeting, trip or an event in which there in not likely to be major decisions.
Consider Someday	An idea that I do not want to lose but not a current priority and further thought is needed before proceeding. And further thinking might mean I simple drop it. Note: I am not sure that I will send these items to you to track.
Calendar	Put a reminder on the calendar to do something, often more than a week away. Note: this might be easier for me to just do.

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