

★ *Original* ★

THE ESSENTIAL

ACTION PLANNING
FORMAT

by
CINDY TONKIN



Go on, Take Action!

Hey there, welcome to Consulting. It's a wild and fabulous way to work!

I wish you all the joy, independence and challenge you wish for.

This is an action planning template. Having one with you at a meeting will make you look professional!

It's just a sample, please customise it as you see fit.

You'll find more words around the whys and wherefores and justifications of each element of the template in *The Consultant's Guide 6: Keep your Consulting Business Going* (cindytonkin.com/books).

You'll also find there all of the other things you need to run your business: templates for Invoice, Terms and Conditions, Timesheets, and more.

You can see (and buy) all eleven of the Consultant's Guides at cindytonkin.com/books

Good luck with your consultancy!

A handwritten signature in orange ink that reads "Cindy!". The signature is written in a cursive, flowing style with a large initial 'C' and a long horizontal stroke at the end.

The Essential Action Planning Format

Meeting Date:

Client name:

Action	By when	Who	Progress notes

★ ★ 4 ★ ★

What's next: Smarter, faster, nicer with Cindy Tonkin



Cindy Tonkin, the Consultants' Consultant builds analytics capability through soft skills for data teams. They can work smarter, faster and nicer.

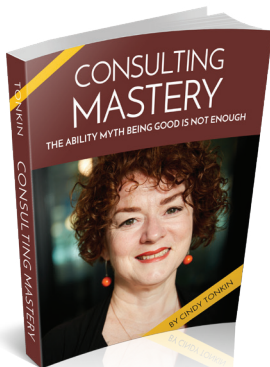
If your team is hard to manage, your stakeholders are cranky and budgets are tight, then she can help.

Talk to her cindytonkin.com/chat

Listen to **Cindy's Smarter Data People** podcast:

Leaders in data science talking about how they work smarter, faster and nicer. Smarterdatapeople.com

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