TASK OUTLINER

Title of Task: _____
(first word should end in "-ing")

Doer: _____
(title of task-doer)

Trigger: _____   **Target:** _____

Lead-In Phrase: _____
_____

#	SPECIAL CONDITIONS (IF ANY)	
	VERB	DESCRIPTION OF ACTION

From*: How to Write Policies, Procedures, and Task Outlines* – by Larry Peabody