A3 Personal Backlog Builder Worksheet

Title: Owner:				Copy or move action items to the backlog - highest priority on top			Start date:				
Owner:							Cycle date:				
Accountability:		A topic can have more than one next step		Document and follow your process for completing the work							
	1. Work - Important Projects					5. Personal Backlog - Move over Next Steps by Priority Most important on Top					
PLAN	1. Work - Important Projects Topic 2. Life Goals Topic 3. Current Topics - Inbox Actions Topic	Next Step Next Step	•	Priority		Next Step Priority Priority			6. Choose items to be completed in the next two weeks	Add a solid line for the proposed items to complete	
	4. Parking Lot - Move items that can wait here				ACT/ADJUST STUDY	orove Things to Stop Doing	/ork and Monitoring Your Progress				
Stake	holder Signature:										