

# Now Go DO It!

My 'buddy' is: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ e-mail \_\_\_\_\_

First contact: Date \_\_\_\_\_ Time \_\_\_\_\_ Method \_\_\_\_\_

**What I learned**

**How I will use it**

**When I will use it**

**Within 24 hours of returning to my desk I  
will:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signed:** \_\_\_\_\_

**Dated:** \_\_\_\_\_