**[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=12241&utm_source=template-word&utm_medium=content&utm_campaign=Action+Item+Worksheet-word-12241&lpa=Action+Item+Worksheet+word+12241)Action Item Worksheet Template**

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| --- | --- | --- |
| **Employee Name** | Name | |
| **Meeting Date** | MM/DD/YY | |
| Action Items |  |  |
| **Item** | **Due Date** | **Reporting To** |
| Action Item 1 | MM/DD/YY | Name |
| Action Item 2 |  |  |
| Action Item 3 |  |  |
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