JLOW EXERCISE WORKSHEET
(WHO - WHAT - WHEN - HOW)

1. Name of Leader		✍ *Fill in your name*
2. Identify Project/Task ("What")		✍ *Sufficiently & Specifically Describe task to be performed*
3. Name of Team Leader(s) ("Who")		✍ *Identify at least 1, preferably 2, (assit/back up) Team Leaders*
4. Set "Time Line" to Accomplish ("When")	_____ 1ˢᵗ Date when **Leader meets w/ Team Leaders**	✍ *Leader Picks, and tells, Team Leader First & End Dates ONLY*
	_____ 2ⁿᵈ Date when **Team Leaders will pick Team**	✍ *Team Leaders, with help from Leader, set all other dates*
Team Members: _____ _____	_____ 3ʳᵈ Date when **Team/Leaders plan/prep/shop**	✍ *Leader confirms all dates with Team Leader ("FU") verbally AND in writing (email)*
_____ _____	_____ 4ᵗʰ Date when **Team/Leaders perform/practice**	✍ *Leader's job is to "FU" to be sure Team is on time & on track (need to get them help?)*
_____ _____	_____ ?? Dates when **Team/Leaders continue #4**	✍ *Leader MUST give Team time, FU, support & resources (people too!) To Succeed!!!*
	_____ **END DATE** which Leader tells Team	✍ *Leader Must Communicate & "FU" ENTIRE "Time Line" to Team Leader(s)*
5. Identify, Confirm & Provide "Resources" ("HOW")		✍ *What Plans, Recipes, Hand Outs, Lesson Plans, etc. - & -* ✍ **What Adult & Scout Experts on Task to succeed!**

* Consider filling out two copies of this with Team Leaders ... Leader Keeps One / Team Leader Keeps One!

** The Leader's "Challenge" is, ideally, to involve Team Leader / Team in choosing Task (they will be more inclined to want to do a task if they pick it) and, thereafter, motivate & "FU" (NOT do) Team performing task.

*** Leader MUST give Team TIME, COMMUNICATION, RESOURCES & FU to Succeed ... NOT last minute assign/reminder formula for failure. Leadership is NOT a guided missile, can't just push button and walk away ... must follow up along entire Time Line ... Count Down To Success!!! End by Congratulating!!!