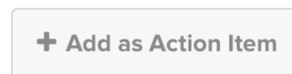
How to Add an Action Item…

Action Items help to organize development efforts and allow for setting automated email reminders, assuring that development efforts remain visible and timely.

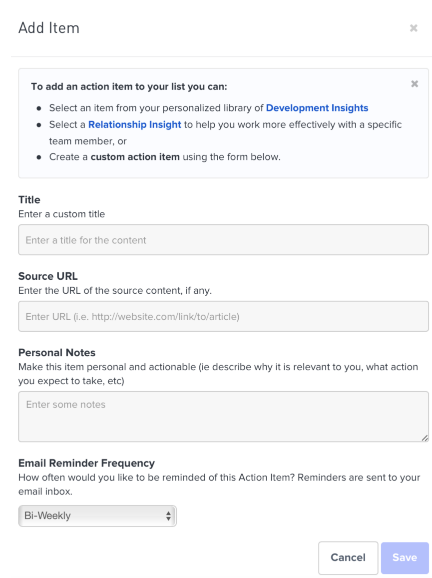
In addition to simply “listing” Action Items, Team Dashboard encourages journaling about progress, include notations about why an item is important, and ultimately complete the item. An Action Item can even be “un-completed” if future changes warrant. There is no limited to the number of Action Items that can be added.

Action Items can be created from Team Dashboard content within **Relationship Insights** or **Development Insights** sections using the **+Add as Action Item** button.



A **Custom Action Item** can be created via the **+Add Item** link from the **Home** page and completing the pop-up form.

These can be anything people wish to bring attention to, track, or set email reminders for, such as a book to read, a YouTube video to view, or an on-the-job assignment to complete.



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