FAMILY WEEKLY ACTION BOARD

Build the baseline

Write facts and sources before filling the main table. Do not guess at missing information.

Project or subject

Date or period

STEP 1 Write one concrete action per row instead of a broad household goal.

STEP 2 Choose a review date, person responsible and progress state.

STEP 3 Record dependencies, agreed handovers and the next check in the note.

STEP 4 Which fact or document still needs checking?

FAMILY WEEKLY ACTION BOARD

Keep a dated record

Record what actually occurred. Reprint this page whenever you need more rows.

Reference period

Review date

NEXT FAMILY REVIEW DATE	HOUSEHOLD ACTION	PERSON RESPONSIBLE	ACTION PROGRESS	DEPENDENCY AND AGREED NEXT CHECK

Outstanding question or record to confirm

FAMILY WEEKLY ACTION BOARD

Make the next step happen

Each useful action has an owner, a date and a result that can be checked.

ACTION 1 Write one concrete action per row instead of a broad household goal.

Concrete next action	Owner / due

ACTION 2 Choose a review date, person responsible and progress state.

Concrete next action	Owner / due

ACTION 3 Record dependencies, agreed handovers and the next check in the note.

Concrete next action	Owner / due

IMPORTANT CONTEXT

This local board does not notify other family members or synchronize devices. Share an export only with the people who need it.

- [ ] Source checked
- [ ] Next action assigned