

In-Basket Activity Sheet

Many times when we come to a meeting, our minds are filled with the kinds of activities we would be engaged in if we were at work. At times we're pleased we don't have to face the work; other times we're frustrated that we can't be there accomplishing things.



Here's an opportunity to think through the activities and projects we have in our In-Baskets for the day.

Current activities and projects that I am currently engaged in that are a high priority for the organization:

1. _____
2. _____
3. _____
4. _____
5. _____

Current activities and projects that I am currently engaged in that are a high priority for me:

1. _____
2. _____
3. _____
4. _____
5. _____

What I would be doing today if I weren't at this meeting:

1. _____
2. _____
3. _____
4. _____
5. _____

Often in a meeting like this there are other people working on projects that have a professional or person interest to you. You may find people you want to connect with after the meeting.

Projects other people are engaged in that are of particular interest to me:

1. _____ Contact: _____
2. _____ Contact: _____
3. _____ Contact: _____
4. _____ Contact: _____
5. _____ Contact: _____
6. _____ Contact: _____