

# Action Log

An effective tool for tracking commitments  
and actions



# Action Logs Track Important Tasks

- ▶ What needs to be done?
- ▶ Who is responsible for doing it?
- ▶ When does it need to be done?
- ▶ What is most important, or urgent?

And it leaves an audit trail.



# Excel template

Download at <https://Punkfrog.se>



## Action Log

#	Action / Decision	Prio	Resp	Start date	Due Date	Closed Date	Status	Remark
1							-	
2							-	
3							-	
4							-	
5							-	
6							-	
7							-	
8							-	
9							-	
10							-	
11							-	
12							-	
13							-	
14							-	
15							-	
16							-	
17							-	
18							-	
19							-	
20							-	



# Configure the Template

## Menu sheet tables

Table	Description	Usage
Responsible	List by name or initials everyone in the team who might be responsible for closing actions and reporting back to the project/meeting.	You can only assign actions to people within the team, within your control. That person might be responsible to ensure that someone outside the team performs an action.
Priority	You may redefine the symbols to denote priorities which suits your organisation.	H(igh)      E(ssential)      M(andatory) M(edium)    C(onditional)    D(esirable) L(ow)        O(ptional)       O(ptional)



# Using the Log

Title	Description	Usage
#	Unique sequence number for each action.	Extend the table by copy/pasting a complete row to maintain the formulæ and formatting.
Action / Decision	Specification of the task to be done. Tasks should be atomic - a single thing that can be completed, to avoid x% completed. Meetings also need to record decisions.	Keep them brief, but detailed enough to avoid misinterpretation.
Prio	Priority of the action, so the team can focus on what is most important. Conditional formatting helps identify the highest priorities.	Select H/M/L from the drop-down menu.
Resp	One person or title needs to be responsible for a task being accomplished (refer to RACI).	Select the person responsible from the drop-down menu.
Start Date	Records when the action was created.	Necessary to be able to calculate the handling time.
Due Date	Latest date by which this action is to be completed, helping to focus on most urgent tasks.	
Closed Date	This marks when the action was actually completed, or is agreed to be closed.	Actions may also be agreed to be abandoned.
Status	Automated status for each action, based on the date fields, and today's date.	"Open" an action has a due date = yellow; "Due" the action was due today or earlier = red; "Closed" the action has a closed date = green.
Remark	Free text.	Extra detail for clarification, or status for progress meetings.



# Stay in control with the Action Log template.

→ Contact us at [enquiry@punkfrog.se](mailto:enquiry@punkfrog.se)



# Related Frameworks

- ▶ Performance Metric Framework
  - ▶ A behaviour-first approach to designing performance metrics.
- ▶ Effective Meeting Culture
  - ▶ Structuring meetings to produce decisions, alignment, and action.

