

Future»»Proof

ADVISORS

Inevitable Change »» Limitless Opportunity



Future Proof » Progress

Future Proof » Progress

What



Why



How



Future » Proof Point

The Progress Sheet is designed to help you track progress during team meetings or advisory sessions. It provides **a framework for capturing discussion points, recommendations, and next steps** in a clear and organized manner.

Using the Progress Sheet is essential for effective communication and accountability within your team or organization. It ensures that all **relevant topics are addressed, decisions are documented, and action items are assigned**, fostering productivity and alignment towards common goals.

Progress & Wins:

Capture any notable progress or achievements since the last session to track advancement and celebrate successes.

Discussion Points:

Before the session, list key topics to cover. This provides context for recommendations and next steps.

Recommendations:

Capture specific insights and recommendations. Be concise and note associated action items.

What's Next:

Outline actionable steps or milestones resulting from the discussion.



Start with Celebrating Progress and Wins!

Begin your session by highlighting the progress and wins achieved. This sets a positive tone, inspiring both yourself and your team. Fostering a culture of gratitude and positivity enhances productivity and sets the stage for success!

Future Proof » Progress

Session Date: 00/00/00

Session Title: XYZ

Progress Made



Discussion Points



Recommendations



What's Next

Highlight progress made towards your goals since the last session.

1. XYZ
2. XYZ
3. XYZ
4. XYZ
5. XYZ

What key areas will you discuss in your session? Focus on the priorities that align with goals.

1. XYZ
2. XYZ
3. XYZ
4. XYZ
5. XYZ

Capture any recommendations or insights that arise during the session.

1. XYZ
2. XYZ
3. XYZ
4. XYZ
5. XYZ

Identify next steps & action items needed to execute the recommendations.

1. XYZ
2. XYZ
3. XYZ
4. XYZ
5. XYZ

Next Session Date: 00/00/00

Future Proof » Progress

Session Date:

Session Title:

Progress Made	» Discussion Points	» Recommendations	» What's Next
1.	1.	1.	1.
2.	2.	2.	2.
3.	3.	3.	3.
4.	4.	4.	4.
5.	5.	5.	5.
			Next Session Date:



About Us

Future Proof Advisors is a **leading mid-market and emerging company advisory firm** founded by two pragmatic visionaries who have successfully grown and scaled businesses from \$4M to \$200M+. With a track record of transforming Inc. 500, private equity-backed, and publicly traded companies into award-winning, highly profitable industry leaders that realized multi-million dollar exits, we **specialize in getting businesses "unstuck" and on the path to rapid transformation.**

Our network of passionate **C-level Strategic Advisors functions as a custom outsourced board**, focused on unlocking hidden value and accelerating growth. We work alongside hand-picked members to **develop and execute business-changing strategies** that enhance operational efficiency, generate increased profitability, and drive better future-proof outcomes.

For more information, visit www.FutureProofAdvisors.com or contact us at info@futureproofgrp.com.

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