

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
<p><i>Highlight progress made towards your goals since the last session.</i></p> <ol style="list-style-type: none">1. XYZ2. XYZ3. XYZ4. XYZ5. XYZ	<p><i>What key areas will you discuss in your session? Focus on the priorities that align with goals.</i></p> <ol style="list-style-type: none">1. XYZ2. XYZ3. XYZ4. XYZ5. XYZ	<p><i>Capture any recommendations or insights that arise during the session.</i></p> <ol style="list-style-type: none">1. XYZ2. XYZ3. XYZ4. XYZ5. XYZ	<p><i>Identify next steps & action items needed to execute the recommendations.</i></p> <ol style="list-style-type: none">1. XYZ2. XYZ3. XYZ4. XYZ5. XYZ <p>Next Session Date: 00/00/00</p>



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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