

VISTAGE

OPPORTUNITY/ISSUE PROCESSING FORM

Vistage Member: Meeting Date:

Vistage Group #: Dollar value of issue:

One or two sentences that get to the heart in no uncertain terms.

The opportunity/issue is:

Effect on dollars, people, products, services, customers, vendors, family, timing, future, outer offices, etc.

It is significant because:

What I really want to happen.

My ideal outcome is:

Concise bullet points that identify:

- How/when/where/why it started
- Who the players are
- The forces at work
- Today's focus
- Future impact

Relevant background information:

Actions I could take.

My options are:

This is the option above I plan to pursue at this moment.

Direction I'm headed:

- Options I'm missing?
- On the right track?
- What would you do differently
- Why?
- Should I do nothing?
- Etc.

Help I would like from Vistage group: