## Getting a Picture Handout

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| --- | --- | --- | --- | --- |
| Employee’s Name | |  | | |
| Today’s Date & Time | | DATE | | TIME |
|  | |  |
|  | | | | |
| What is happening now? |  | | | |
| What should be happening? |  | | | |
| How often is it happening? |  | | | |
| When does it happen? |  | | | |
| What is the affect? |  | | | |
| Next Meeting Date and Time | DATE | | TIME | |
|  | |  | |
| Notes | | | | |
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