## Getting a Picture Handout

|  |  |
| --- | --- |
| 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 |
|  |