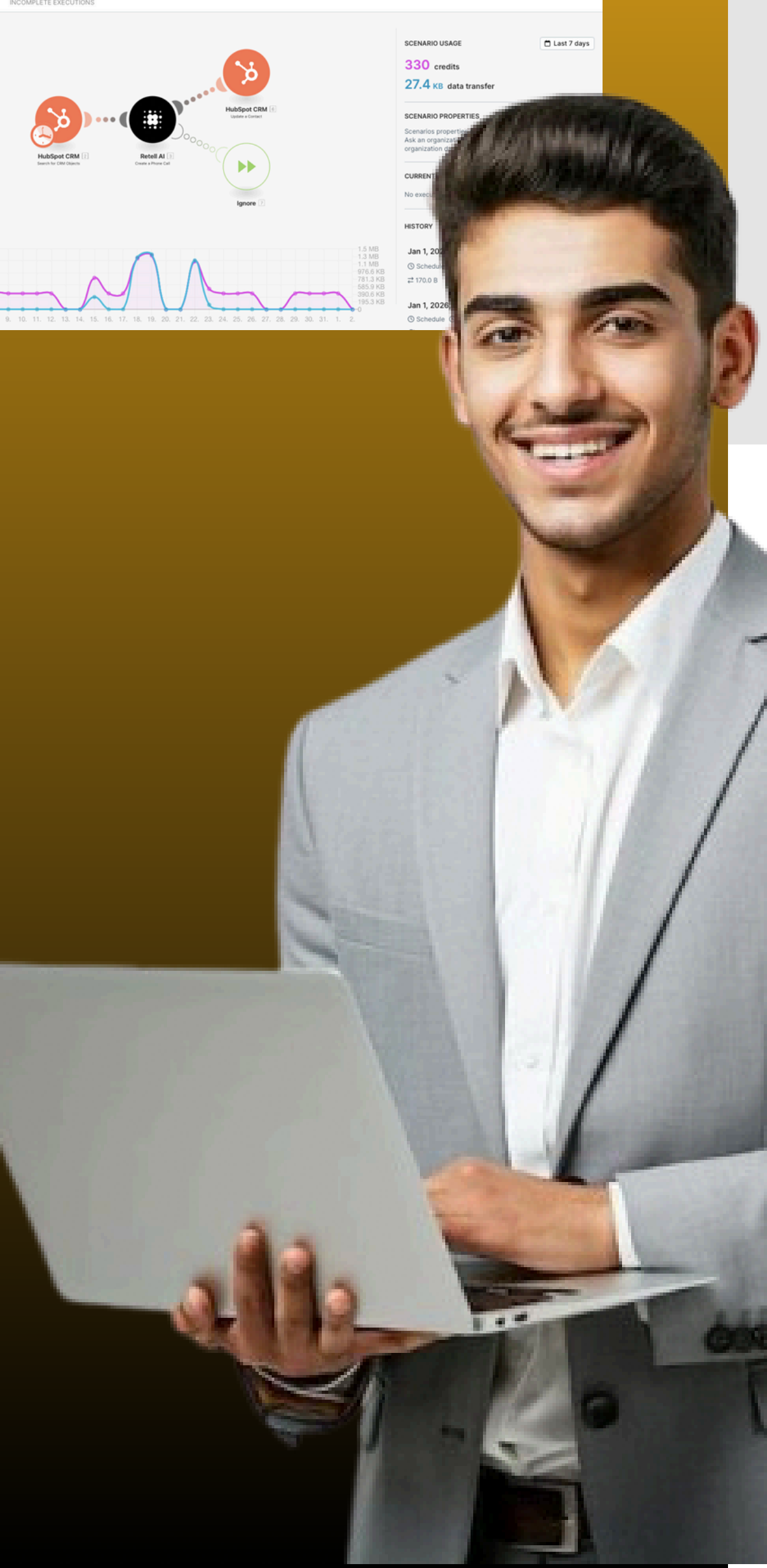
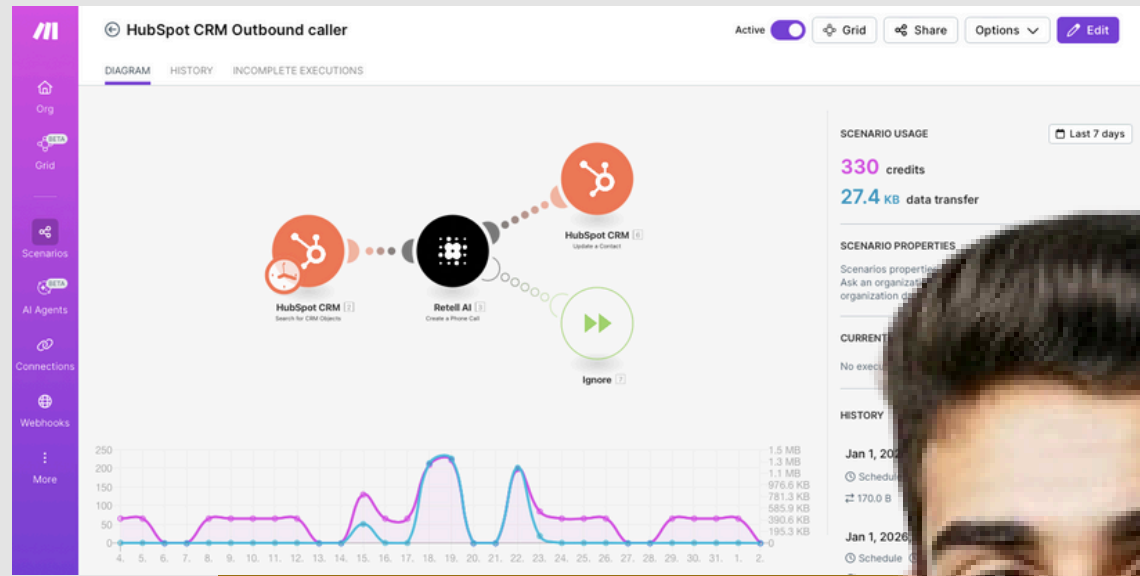




JOB AID

# FOLLOW-UP TRACKING ENTRY

Tracks outreach activity.



- Contact or lead:
- Last contact date:
- Next action:
- Due date:
- Owner:

### Key Reminder

Certified VAs follow systems. Clear systems create reliable results.

