



Each folder contains items to be delivered in the Month indicated. We recommend that you present these PPT slides and videos during your regularly scheduled meetings. These are designed to be incorporated into your already busy schedules.

#### Month One

- Write It Down Video – Segment 1 of 3
- PPT Presentation – Write It Down (within 8-10 days)
- Support Slides (Last 3) – Write It Down (Emailed to participants within 24 hours)
- The Three Sins Video (within 8-10 days)
- Hang Poster #1 in common areas around the facility

#### Month Two

- Write It Down Video – Segment 2 of 3
- PPT Slide Presentation – The Why (within 8-10 days)
- PPT Slide Presentation – The What (within 8-10 Days)
- Hang Poster #2 in common areas around the facility

#### Month Three

- Write It Down Video – Segment 3 of 3
- PPT Slide Presentation – How Do You Know You are in Control (within 8-10 days)
- Hang Poster #3 in common areas around the facility

#### Month Four

- PPT Slide Presentation – Electronic Records
- The Stories Video Segment 1 of 2 (within 8-10 Days)
- Hang Poster #4 in common areas around the facility

#### Month Five

- PPT Slide Presentation – Storing Documents
- The Stories Video Segment 2 of 2 (within 8-10 days)
- PPT Slide Presentation – The End (within 8-10 Days)
- Hang Poster #5 in common areas around the facility

#### Month Six

- PPT Slide Presentation – Wrapping It Up
- Key Take-Aways Video (within 8-10 Days)
- Hang Poster #6 in common areas around the facility