

# VISTAGE

## OPPORTUNITY/ ISSUE PROCESSING FORM

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Vistage Member:

Meeting

Date:

Dollar value of issue:

The opportunity/issue is:

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

It is significant because:

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

My ideal outcome is:

What I really want to happen.

Relevant background information:

Concise bullet points that identify:

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

My options are:

Actions I could take.

Direction I'm headed:

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

Help I would like from Vistage group:

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