

Document Organization: A Usable Action Brief

DOCUMENT SERVICES | ADMINISTRATIVE SUPPORT

Sample brief

The following fictional internal notes are reorganized into an action brief. Names are fictional; no legal, regulated, or confidential documents are involved.

Source notes

Workshop on Nov 12. Room B. 10 to 11:30. Maya to confirm room by Nov 2. Lee drafts invite by Nov 3 but needs room confirmation first. Jordan checks projector Nov 10. Need attendee list owner, not decided. Invite should ask about access needs. Budget not agreed. Review progress Nov 4.

Organized brief | Team workshop

EVENT: Team workshop

DATE / TIME: November 12, 2026 | 10:00-11:30 a.m.

LOCATION: Room B, pending confirmation

PURPOSE OF THIS BRIEF: Track preparation tasks, dependencies, and unresolved decisions.

Action register

01 | Confirm room booking

Owner: Maya | Due: November 2 | Status: To be confirmed

02 | Draft invitation, including an access-needs question

Owner: Lee | Due: November 3 | Dependency: Room confirmation

03 | Check projector

Owner: Jordan | Due: November 10 | Status: To be confirmed

Open decisions

- Attendee list: assign an owner.
- Budget: agree on an amount before any purchase.
- Time zone: confirm before sending the invitation.

Review and document control

Progress review: November 4, 2026

Document: Workshop Preparation Brief | Version: 0.1 | Status: Draft for review

Dates have been expanded to 2026 for this example. Unknown information is flagged rather than supplied as fact.