

## Tips for Using the Location Tracking Tool:

1. Maintain only **one** sheet, not five versions of the same information
2. The sheet should be maintained by **one person only**
3. The person selected to maintain the sheet should be a person who is very attentive to detail and able to keep up with quickly changing information
4. Make sure any travel arranging process requires all arrangements to flow through one centralized location at some point. Then use this point as your source of data for the chart.
5. Use the tool to compose a daily email update for the team on current staff locations and upcoming movements.