



UPDATE YOUR CHART

Remember the workplace chart you made in Lesson 3? It's a vital tool for tracking your progress on any campaign. Depending on your goals, your chart might include:

- Every member: name, location, shift, job title
- Union membership status
- Who's new
- Phone tree information
- Who's a steward
- Who signed up or recruited a member
- Who attended a training
- Who's on a contract action team

Charts are only as useful as they are accurate. Organizers should continually update their charts, and enlist co-workers to help. This can include tracking down people you didn't even know were members and removing those who have quit, gone on leave, or changed assignments.

