**The Field Grade Leader Book**

*Table of Contents Shell*

1. Unit Vision and Priorities
2. Priorities of Planning *[a list of the staff’s top 5 efforts]*
3. Key Documents *[the most recent CONOP, OPORD, or other document for each priority]*
4. Short Range Training Calendar (8 weeks out)
5. Long Range Training Calendar (1 year out)
6. Staff Task Tracker
7. Unit Task Tracker
8. Higher Headquarters’ Task Tracker
9. Recent FRAGOs *[a list of the staff’s top 5 efforts]*