

ACTION PLAN TEMPLATE

Goal / Expected Outcome: *List your "big" goal here*

Action Steps	Responsible	Deadline	Resources	Potential Barriers	Result
<i>What task will be done?</i>	<i>Who will do it?</i>	<i>By when?</i>	<i>What do you need to complete this step? (People, money, tools, etc.)</i>	<i>What could get in the way of task completion? How will you overcome them?</i>	<i>What is the outcome of the task?</i>

Workings backwards, identify all the things that need to be done to accomplish the goal or achieve the expected outcome. Then put each of those items in the Action Steps column and fill out the fields for that row. Make sure you break the goal into simple, specific action steps.

Evidence Of Success *(How will you know that you are making progress? What are your benchmarks?)*

Evaluation Process *(How will you determine that your goal has been reached? What are your measures?)*

Accountability Partner *(Who will assist in checking you on track? How can you assist them?)*