

Action Plan Template

Watch the 3 minute video

<http://www.youtube.com/watch?v=XIsnsbuL3zA>

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

Feel free to share this template by sending the url to anyone

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.

In depth action planning training is available here - <http://www.deniseoberry.com/5-day-action-plan-training/>