

YOUR ACTION PLAN

This is an example. For an Action plan you can write on see Page 20

Task	Responsible	Deadline	Status
1. Task #1			
a. Sub task #1	Mary	1-10-14	Open
b. Sub task #2	Joe	03-01-14	Completed
c. Sub task #3	Bill	02-15-14	Behind
2. Task #2			
a. Sub task #1	Mary	Date	Status
b. Sub task #2	Joe	Date	Status
c. Sub task #3	Bill	Date	Status
3. Task #3			
a. Sub task #1	Ben	Date	Status
b. Sub task #2	Rem	Date	Status
c. Sub task #3	Tom	Date	Status
4. Task #4	Sandra	Date	Status
5. Task #5			
a. Sub task #1	Lori	Date	Status
b. Sub task #2	Diane	Date	Status
c. Sub task #3	Bruce	Date	Status
6. Task #6	Bruce	Date	Status
7. Task #7	Diane	Date	Status
8. Task #8	Joe	Date	Status
9. Task #9	Rem	Date	Status
10. Task #10	Joe	Date	Status
11. Task #11	Rem	Date	Status



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1. Task #1			
2. Task #2			
3. Task #3			
4. Task #4			
5. Task #4			
6. Task #6			
7. Task #7			
8. Task #8			
9. Task #9			
10. Task #10			
11. Task #11			

