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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**YOUR ACTION PLAN**



|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Task** |  | **Responsible** | **Deadline** |  | **Status** |
| **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** |  |  |  |  |  |

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