

# ACTION PLAN

PROBLEM STATEMENT:

| OBJECTIVE<br>What specific goals will solve the problem? | STRATEGIES<br>What steps will fulfill your objective?   | RESULTS<br>How will you know you're done?   | TARGET DATE | DATE COMPLETED |
|--|---|---|-------------|----------------|
| 1.   | <ul style="list-style-type: none"><li>■</li><li>■</li><li>■</li><li>■</li><li>■</li><li>■</li></ul> | <ul style="list-style-type: none"><li>■</li><li>■</li><li>■</li><li>■</li><li>■</li><li>■</li></ul> |             |                |
| 2.   | <ul style="list-style-type: none"><li>■</li><li>■</li><li>■</li><li>■</li><li>■</li></ul>           | <ul style="list-style-type: none"><li>■</li><li>■</li><li>■</li><li>■</li><li>■</li></ul>           |             |                |
| 3.   | <ul style="list-style-type: none"><li>■</li><li>■</li><li>■</li><li>■</li><li>■</li></ul>           | <ul style="list-style-type: none"><li>■</li><li>■</li><li>■</li><li>■</li><li>■</li></ul>           |             |                |