

## **Action Plan**

An Action Plan is a detailed plan for organizing and focusing our resources and actions to maximize our effectiveness and efficiency in achieving objectives.

### **Action Plan #1**

**Objective:**

<b>Step</b>	<b>Action</b>	<b>Person Responsible</b>	<b>Target Date</b>	<b>Actual Date</b>

### **Action Plan #2**

**Objective:**

<b>Step</b>	<b>Action</b>	<b>Person Responsible</b>	<b>Target Date</b>	<b>Actual Date</b>

### **Action Plan #3**

**Objective:**

<b>Step</b>	<b>Action</b>	<b>Person Responsible</b>	<b>Target Date</b>	<b>Actual Date</b>