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*Action Planner for* \_\_\_\_\_

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**YOUR NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**Use this planner after reviewing the {your office business plan} for the \_\_\_\_ year. Relate your action items to the objectives of the office business plan, so your actions are synergistic and have the most leverage.**

**Step 1: Research the Office Needs and Opportunities as they relate to your position**

**Situation Analysis: Statistics/observations/the current situation**

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**Conclusions**

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## Action Items (Please provide 2-3 or more)

Define the action	Why is it Needed?	Timeline	Who Does it?	Measurable Result	Accountable to?

How can you involve other leadership to gain more leverage?

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Build an action plan using why/who does it/timeline/support needed/measurable results/who holds you accountable. Thank you.

