

Action Plan

Goal: _____

Measure of Success: _____

Goal Point Person (Ensures that goal moves forward): _____

Check Dates(s): _____

Objectives/Activities	Person(s) Involved	Dates	Cost	Products/ Results	Measure(s) of Success

This planning session has one rule: People cannot be assigned tasks unless they are present. If it is unavoidable, then someone in this room is assigned the task of notifying and/or negotiating with the individual.