

Action Plan Template

**Instructions**: Use this template to outline actionable steps based on your key takeaways from the session. Identify a goal, determine immediate actions and create a long-term strategy for success.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Goal/Challenge** | **Immediate Action** | **Resources / Support Needed** | **Long-Term Strategy** | **Timeline** |
| What skill, | What’s one step | What tools, | How will you | When will you |
| challenge, or | you can take right | training, or people | sustain progress | take action? |
| opportunity are | away? | will help? | over time? |  |
| you addressing? |  |  |  |  |

**Sample Filled-In Action Plan:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Goal/Challenge** | **Immediate Action** | **Resources / Support Needed** | **Long-Term Strategy** | **Timeline** |
| Improve | Implement a | Email templates, | Develop | Start next week, |
| homeowner | standardized | approval from | communication | evaluate in 3 |
| communication | email template for | leadership | workflows and | months |
|  | faster responses |  | train the team |  |

**Final Commitment: One key takeaway I commit to implementing this month:**

**Next Steps:**

Set a reminder to review progress.

Share your plan with a colleague or mentor for accountability. Take small, consistent steps toward achieving your goal.

**Date Completed: Signature:**