



Action Plan Tracker

1. Write down the action items you need to complete to move forward on your call-to-action plans.
2. Figure out what steps you need to take, including people you need to contact, in order to complete each action item.
3. Assign one or more persons in your group to complete the action step(s) for each action item.
4. Establish a target date to complete each action item.
5. Record the date that you complete each action item.

Action Item	Action Step(s)	Action Item Owner(s)	Target Completion Date	Date Completed



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