# Action Plan Worksheet

*Use this form to think through a procedure, process, or skill you want to accomplish, or that you want to explain or teach to someone.*

| First: Generate Steps | Second: Sequence | Third: Time |
|---|---|---|
| *What actions need to occur? List everything that needs to happen, no matter how large or small the task is.* | *In what order do they need to be done? Designate their order below.* | *How long will the action take to complete?* |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

**SCHEDULE**

Schedule each action in your calendar, like you would a meeting or event. This will help to ensure that you have all the time you need to accomplish everything.

This material is a product of the strategic alliance between Catholic Leadership Institute and Leadership Legacies
© 2020 Leadership Legacies, LLC • All rights reserved • Worksheet_Action Plan-7.28.20.docx