

Encounter Jesus. Experience life change!

WHITESBURG

BAPTIST CHURCH

Action Planning Worksheet

Initiative: _____

Date: _____

Prepared by: _____

Goal:

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Objectives for this goal:

What outcome do you wish to achieve? <i>(Objectives)</i>	By when? <i>(Target Dates)</i>	How will you measure success? <i>(Measures)</i>

Action plans: (These action plans are consistent for each initiative)

- Specific steps to follow in order to carry out one's strategies and ultimately to accomplish one's goal.
- Each step includes a timeline and identifies who, what, when, where, and how.

Action plans to achieve this objective:

What must be done? <i>(Action)</i>	By whom? <i>(Responsibility)</i>	Starting? <i>(Start Date)</i>	Completed? <i>(Due Date)</i>	Comments: <i>(Contingencies, resources, etc...)</i>