

Taking control: Make an Action Plan

An action plan is a document that lists what steps must be taken in order to achieve a specific goal. The purpose of an action plan is to clarify what resources are required to reach the goal, formulate a timeline for when specific tasks need to be completed and determine what resources are required.

1. **Goal:** _____

2. **Resources required:** _____

3. **Timeline:** _____

4. **Specific tasks:** _____

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