**Action Plan Template**

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| **Goal 1** | **Description** | **Department responsible** | **Due date** |
| Write your goal statement here |  |  |  |
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|  |  |  |
| List resources and desired outcomes |  |  |  |
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| **Goal 2** | **Description** | **Department responsible** | **Due date** |
| Write your goal statement here |  |  |  |
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| List resources and desired outcomes |  |  |  |
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| **Goal 3** | **Description** | **Department responsible** | **Due date** |
| Write your goal statement here |  |  |  |
|  |  |  |
|  |  |  |
| List resources and desired outcomes |  |  |  |
|  |  |  |
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[A screenshot of a cellphone

Description automatically generated](https://www.aihr.com/platform/?utm_source=resource&utm_medium=resource&utm_campaign=templates&utm_content=templates)