**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 |  |  |  |
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| List resources and desired outcomes |  |  |  |
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