

# Action Planning Template

**(Name of Organization)**  
**(year) Action Planning**

## Instructions

Effective action planning results when the action plan aids board members and staff in making and keeping commitments to take action in support of the organization's vision, mission and priority goals. This action planning template is designed to help you *identify* and *prioritize* the action steps that you need to take as the board and/or staff on behalf of (name of organization or initiative) to achieve the specified goal or strategy from the strategic/annual plan. This action plan describes specific steps or actions (acronym of organization) agrees to take, who will have the lead, by when the action item(s) will be considered or completed and the desired result to be achieved. Once completed, it can also provide guidance for reviewing the status and monitoring the results of the actions taken toward achieving the priority goal or strategy. Create, Review, and Update Regularly.

**Goal and/or Strategy:** \_\_\_\_\_

Priority #	Action Item	Assigned To (person or committee)	Timeline/ Timeframe	Desired Result

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**Notes:** *In this space, note who is on the team that is working on this goal/strategy, when the team will next meet to review progress, etc. Pro tip: To help team members to regularly review plan progress, have all team members put dates of meetings and action item deadlines into their calendars.*