Action Plan

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Action No.	Action	Goal/ Result Area	Target Date	Resources	Start Date	Date Complete	Comments

Tips for using the Action Plan:

- This is a detailed break down of actions required to achieve the SMARTER Goals you've already set.
- The first 5 columns are to define the action including target completion date, link to the goal that the action is working towards and resources required. The last 3 columns can be used to track your progress against the action – ie when it was actually started and finished, and any comments that may help you with similar action items (eg did it take longer than expected? Etc).

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