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## ACTION PLAN TEMPLATE

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This table provides a structured approach to setting, implementing, and reviewing leadership goals, ensuring clarity, accountability, and continuous improvement and the actions needed to achieve them.

|                                   |  |
|-----------------------------------|--|
| <b>Goal</b>                       |  |
| <b>Action</b>                     |  |
| <b>Priority (High/Medium/Low)</b> |  |
| <b>Timeline</b>                   |  |
| <b>Responsible Person</b>         |  |
| <b>Status</b>                     |  |
| <b>Expected Outcome</b>           |  |
| <b>Review Date</b>                |  |
| <b>Reviewer</b>                   |  |
| <b>Adjustments Made</b>           |  |
| <b>Reason for Adjustment</b>      |  |



## Usage Instructions

### 1. Leadership Goal:

Articulate the broad leadership objective you wish to focus on, ensuring it aligns with both organisational and personal development priorities.

### 2. Action:

Break down each goal into specific, actionable steps. Be precise in describing the tasks or initiatives required.

### 3. Priority:

Assign a level of urgency (High, Medium, Low) to each goal and action to ensure resources are allocated effectively.

### 4. Timeline:

Define the expected timeframe for each action and goal, promoting accountability and focus.

### 5. Responsible Person:

Assign ownership of each action and goal to the appropriate individual or team member.

### 6. Status:

Regularly update the progress of each action (e.g., Pending, In Progress, Completed).

### 7. Expected Outcome:

Clearly state the desired outcome of each action, ensuring it is measurable, achievable, and linked directly to the leadership goal.

### 8. Review Date:

Schedule regular reviews to assess progress, identify challenges, and make necessary adjustments.

### 9. Reviewer:

Identify the person responsible for reviewing the progress of the leadership action plan.

### 10. Adjustments Made:

Document any changes to actions, timelines, or responsibilities, providing a reason for the adjustments to maintain transparency.