

Exercise #2

Action Step Development Worksheet

Action teams or committees should use this worksheet to identify, develop, implement, and evaluate action steps that need to be met to accomplish goals and objectives. Complete a separate box for each objective. Feel free to make additional copies as necessary.

Example

Goal A: To strengthen our financial resource base.

Objective #1: Acquire at least three grants from private foundations within one year.

Action step(s)	Who will do it?	By when?
1. Compile and prioritize list of prospective donors.	Fund-Raising Committee	September 15
2. Develop preliminary proposal materials and discuss with at least three prospects.	Fund-Raising Committee	November 30
3. Develop comprehensive fixed-costs recovery schedule to be used with all grant proposals.	Finance Committee	January 31

Goal:

Objective:

Action step(s)	Who will do it?	By when?
1.		
2.		
3.		

Goal:

Objective:

Action step(s)	Who will do it?	By when?
1.		
2.		
3.		

Goal:

Objective:

Action step(s)	Who will do it?	By when?
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