



Directions: Make a copy of this document and rename it with your name. Then complete an Action Plan with your own steps, dates and times for implementation. Add as many steps as you need. There is a Sample Action Plan below to serve as a guide.

Action Plan Template

Step 1	Date & Time of Implementation

Step 2	Date & Time of Implementation

Step 3	Date & Time of Implementation

Step 4	Date & Time of Implementation

Step 5	Date & Time of Implementation



Sample Action Plan

Step 1	Date & Time of Implementation
Write a Rough Draft of Ask Letter	June 3rd 12:00-2:00 PM

Step 2	Date & Time of Implementation
Have a Peer (s) Review Letter for Feedback (Send out via email)	June 5th 10:00-10:30 AM

Step 3	Date & Time of Implementation
Make Edits & Finalize Letter	June 7th 1:00 - 2:00 PM

Step 4	Date & Time of Implementation
Send Letter via Email	June 10th 9:00-10:00 AM

Step 5	Date & Time of Implementation
Follow up Calls -Set Up Appointments if Possible -Answer any questions via Phone	June 17th 9:00-10:00 AM