10/9 Make an Action Plan Template

How do you get this team to focus on getting things done?  This Action Plan template might be useful, especially if used with a Timeline Calendar.  It requires your team to break down the challenge into parts (preferably the parts that are being scored) and set goals for each meeting.  Put it on a poster (or better yet, a dry erase board) and have it available at every meeting.  It can also serve as an evaluation tool:  Did we accomplish the action set for this meeting?  How do we catch up?

Use open ended questions to get your team members to implement their Action Plan!

See the Action Plan Template!