Action plan stages

Put the stages of an action plan in the correct order.

Achieve the goal or finish the project.

Review the plan

Set the goal or objective.

Do the tasks.

Identify **what should be done.**

Decide **when** each action should **start and end**.

Put the **actions in order**.

Decide **who is doing** each task.

Stage 1 — GOAL SETTING

Stage 2 — TO DO

Stage 3 — TO-DO LIST ✓ Task #1 ✓ Task #2 ✓ Task #3

Stage 4

Stage 5

Stage 6 — YOU CAN DO IT.

Stage 7 — REVIEW

Stage 8 — GOAL