

# Appendix A-3: Action Plan Worksheet

List actions and assignments on the Action Steps Worksheet shown below (What needs to be done? Who will do it? Include due date, date completed, and comments, such as contact information, or useful tips).

Timeline (dates from ___ / ___ / ____ to ___ / ___ / ____ )				
Action steps	Who will do it?	By when?	Completed (Date)	Comments

Download this worksheet at <https://www.pathwaysrtc.pdx.edu/changing-the-rules>