

ACTION PLANNING TOOL

NEED/OPPORTUNITY you are trying to address:

GOAL (or outcome)—the result you are trying to achieve to address the need/opportunity

Actions to Reach Above Goal	Person(s) Involved	Resources/Support Needed	Target Date for Completion

Action Planning Reminders

1. Involve a variety of stakeholders in the process, such as board members, staff, volunteers, and clients.
2. Create goals that are specific, measurable, attainable, realistic and timely (SMART).
3. Start with 1–2 goals. You can always create more once those are accomplished.
4. Use your action plan to keep your pantry on target to achieve established goals. Follow-up on your plan regularly to evaluate progress and maintain momentum.

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