



NAME: _____

TEAM MEMBERS: _____

Develop a Timeline

(1 OF 1)

A key to success in action planning is developing a careful timeline. Not only will it help your team allot the appropriate time to each task and keep you on track, but breaking up a large task or action into smaller, more manageable tasks will help you address all the necessary details in a timely fashion.

Begin by thinking of your end goal and identifying when you will achieve that goal. Plot that action or activity near the top of your timeline worksheet and work backwards from there. As you plot each item, attach an owner to each aspect of the timeline (where appropriate) and also call out the people/person and resources you may need to accomplish that task.

End Goal:	
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Task & Date of Completion:	Responsibility:	Resources Required:
Task & Date of Completion:	○ ○	○ ○
Task & Date of Completion:	○ ○	○ ○
Task & Date of Completion:	○ ○	○ ○
Task & Date of Completion:	○ ○	○ ○