

ACTION PLAN

Action Items

A quick way to monitor your quick wins is to record the main objective on the form along with the person responsible and completion date. During routine department meetings those accountable for the action can give brief updates on the status, enabling everyone to track the status through to completion. This keeps the quick wins on the radar and allows for communication that keeps everyone on the same page.

Action to be Taken	Who is Responsible	Anticipated Completion Date	Status (Completed, in-progress, not started)

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