

# Action Plan

Date: \_\_\_\_\_

Room/Area: \_\_\_\_\_

| <b>Objectives</b><br><i>(List of goals)</i> | <b>Tasks</b><br><i>(What you need to do to achieve the goals)</i> | <b>Success Criteria</b><br><i>(How will you identify your success?)</i> | <b>Timeframe</b><br><i>(Date the task will be completed by)</i> | <b>Resources</b><br><i>(What do you need to complete the task)</i> | <b>Budget</b><br><i>(Cost associated with each task)</i> |
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- Create an action plan for each room or area of your home keeping your objective in mind.
- Print and complete your plan and keep it visible so you stay on track.
- Be realistic with your timeframes, what you hope will be completed in 1 week, will undoubtedly take longer especially if you are relying on suppliers that may have limited availability.
- Research the costs associated with each task, be realistic so as not to overspend.