Collaborative Action Team Action Worksheet

Directions: Develop a worksheet for each strategy. Enter a number for the goal. Write the number and description of the strategy on the blank lines. List the tasks necessary to implement the strategy in the order in which they will be performed. Indicate who is responsible for completing each task and the date it is to be completed. Use the last column to note the date on which the task is actually completed.

Goal # _____ **Strategy #** _____ _____

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Task	Person(s) Responsible	Due Date	Date Done