

Sample Worksite Action Plan

Individual(s) completing the plan: _____ Date: _____

Overall Goal:

Short Term Objectives:

(in the next 1-3 months)

What do you want to accomplish?			
Policy/Environmental Support/Activity	Date to Be Completed	Strategies to Reach Objectives	Responsible Party

Intermediate Objectives:

(in the next 3-6 months)

What do you want to accomplish?			
Policy/Environmental Support/Activity	Date to Be Completed	Strategies to Reach Objectives	Responsible Party

Long-Term Objectives:

(in the next 6-12 months)

What do you want to accomplish?			
Policy/Environmental Support/Activity	Date to Be Completed	Strategies to Reach Objectives	Responsible Party

Sample Worksite Action Plan *(Continued)*

Individual(s) completing the plan: _____ Date: _____

Overall Goal:

Short Term Objectives:

(in the next 1-3 months)

Looking at Your Efforts		
Were the Objectives Completed?	Successes/Challenges	Next Steps

Intermediate Objectives:

(in the next 3-6 months)

Looking at Your Efforts		
Were the Objectives Completed?	Successes/Challenges	Next Steps

Long-Term Objectives:

(in the next 6-12 months)

Looking at Your Efforts		
Were the Objectives Completed?	Successes/Challenges	Next Steps