

**1-2-3 Action Plan Template**

**Pick 1 Thing – Do 2 Things About it – Communicate 3 Times**

**Team Information**

Action Plan Point Person Name

Action Plan Point Person E-Mail

Action Plan Team

Workgroup (Department, Division, Section, Unit)

**Pick 1 Thing**

*Pick something that your team agrees is important and that you can impact in the coming year.*

Description of the Action

Background for this Action

Related Survey Question

Engagement Dimension (*Peer Culture, Personal Influence, Growth and Development, On the Job, Relationship With Supervisor, Division Leadership, Department Leadership, Strategic Alignment, Equity and Social Justice, Well-being*)

**Do 2 Things About It**

*Pick two concrete things that your group will need to do in order to compete your action plan. This should be specific and action oriented. For example: “Have the entire office complete Strengthsfinders Assessment” or “Create new telecommuting policy.” It’s okay if these actions are long term – just make sure you’re actively working on it and communicating. Where possible, try to find alignment with existing activities in your work such as ESJ or continuous improvement.*

Action 1

Action 2

**(Over)**

**Communicate 3 Times**

**Communication 1**

Theme:

*This should be a summary of your action plan: What you chose to focus on, what your planned actions are and who is on point to do what.*

Due Date: (*June – August 2019*)

**Communication 2**

Theme:

*This should be a check in about the progress on your action plan.*

Due Date: (September – November 2019)

**Communication 3**

Theme:

*This should be a wrap up of what you were able to accomplish and what you learned along the way.*

Due Date: (*December 2019 – February 2020*)