Action Planning

Eisenhower Matrix
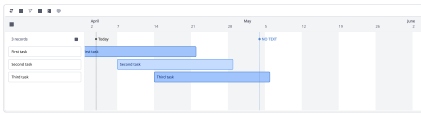
	Urgent	Not Urgent
Important	DO	DECIDE
Not Important	DELEGATE	DELETE

(Simple) GANTT Chart
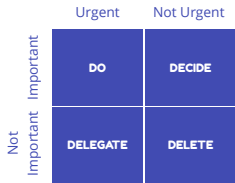
Action Planning Worksheet

Task	Responsible	Resources Required	Start Date	End Date	Risks	Status

Kanban

To do	1	In progress	0	Done	0

Obstacle and Opportunity Plan

Obstacle	Opportunity
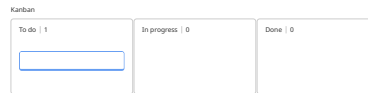
Action Breakdown by Category (ABC)

Backlog   **Administrative**   **Business**   **Creative**
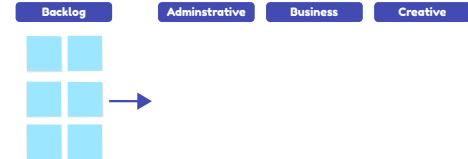
90 Day Action Plan

Goal Statement

Month 1 (Weeks 1-4) | Month 2 (Weeks 5-8) | Month 3 (Weeks 9-12)

Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12

Actions

Action Mapping

Action
Action
Action — Milestone
Action
Action — Milestone — Goal / Idea / Problem — Milestone — Action / Action
Action
Action — Milestone — Milestone — Action

Now-Next-Later Pyramid

Do Now
Do Next
Do Later