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**ACTION PLAN**

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| **G O A L 1** |
| Write your goal statement here. |
| ACTION STEP DESCRIPTIONS | PARTY / DEPT RESPONSIBLE | DATE TO BEGIN | DATE DUE | RESOURCES REQUIRED ( staff, tech, etc. ) | DESIRED OUTCOME | NOTES |
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| **G O A L 2** |
| Write your goal statement here. |
| ACTION STEP DESCRIPTIONS | PARTY / DEPT RESPONSIBLE | DATE TO BEGIN | DATE DUE | RESOURCES REQUIRED ( staff, tech, etc. ) | DESIRED OUTCOME | NOTES |
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| **G O A L 3** |
| Write your goal statement here. |
| ACTION STEP DESCRIPTIONS | PARTY / DEPT RESPONSIBLE | DATE TO BEGIN | DATE DUE | RESOURCES REQUIRED ( staff, tech, etc. ) | DESIRED OUTCOME | NOTES |
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| **G O A L 4** |
| Write your goal statement here. |
| ACTION STEP DESCRIPTIONS | PARTY / DEPT RESPONSIBLE | DATE TO BEGIN | DATE DUE | RESOURCES REQUIRED ( staff, tech, etc. ) | DESIRED OUTCOME | NOTES |
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| **G O A L 5** |
| Write your goal statement here. |
| ACTION STEP DESCRIPTIONS | PARTY / DEPT RESPONSIBLE | DATE TO BEGIN | DATE DUE | RESOURCES REQUIRED ( staff, tech, etc. ) | DESIRED OUTCOME | NOTES |
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