

120 Day Action Plan

Instructions

Now that you've completed the Productivity Assessment Tool, it's time to put your results to use. The 120 day action plan allows you to get started on your road to improvement.

Identifying actions will help you to map your productivity plan while the objectives, participants and resources will ensure that you're able to stay on track.

EXAMPLE:

Time Frame	Action Items	Objective	Participants & Resources
0 - 30 days	<ul style="list-style-type: none">-Identify others to complete the tool-Define mutual company goals and strategies-Assign team leads	<ul style="list-style-type: none">-Looking for alignment and common purpose	<ul style="list-style-type: none">-Management teams
30 - 60 days	<ul style="list-style-type: none">-Team leads develop project plans-Define performance goals-Develop communication plan for staff	<ul style="list-style-type: none">-Put a go forward plan into place that is achievable	<ul style="list-style-type: none">-Management team-Team leads
60 - 90 days	<ul style="list-style-type: none">-Communicate plan to organization-Connect plans to operational teams	<ul style="list-style-type: none">-Open communication within staff networks	<ul style="list-style-type: none">-Key staff from organization - cross functional teams-Management teams
90 - 120 days	<ul style="list-style-type: none">-Check in on achievements to date and talk next steps - this is ongoing!-Build next 120 day plan	<ul style="list-style-type: none">-Keep the projects on track	<ul style="list-style-type: none">-Management team and team leads

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0 - 30 days			
30 - 60 days			
60 - 90 days			
90 - 120 days			