

Planning Template for Prioritizing Work and Learning

Area of focus _____

Tasks in Order of Importance or Sequence	What Steps Do We Need to Take and in What Order?	Who Will Do This and by When?
Task one:	Action one:	Who and by when:
	Action two:	Who and by when:
	Action three:	Who and by when:
Task two:	Action one:	Who and by when:
	Action two:	Who and by when:
	Action three:	Who and by when:

(Template, page 1 of 1)