

WHAT?

What individual steps do you need to take?
What tasks do you need to carry out?

WHY?

Why is it important to make this change?
In what ways will your institution benefit because of this change?

WHO?

Who are the team members you could/should work with
(include names, departments, and contact information)?
What will each team member contribute to your
objective?

HOW?

What do you anticipate as possible challenges?
Are there any expenses involved in implementing this change?

ESTABLISH OBJECTIVES

Using the research findings you examined and discussed,
what positive changes could you bring about at your institution?

WHEN?

When are the approximate start/end dates for this?
When will you do this (i.e. describe specific time in your day)?

NOTES

ACTION PLANNER

TOPIC:

DATE:

Summary of Objectives: