Action Plan Tool

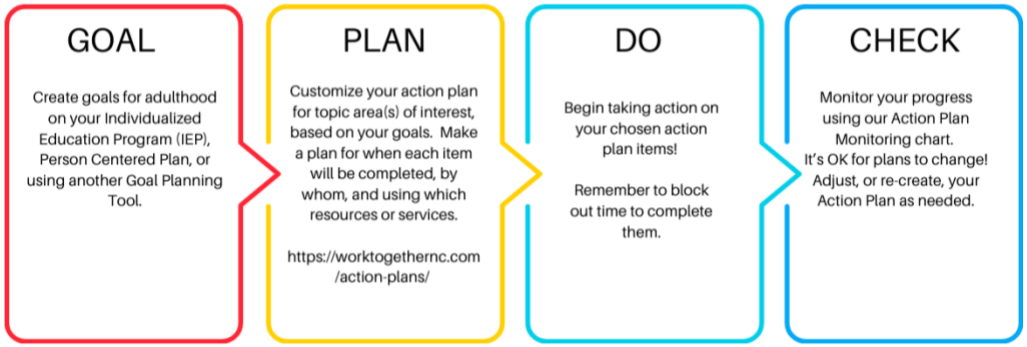
How to Use

GOAL Create goals for adulthood on your Individualized Education Program (IEP), Person Centered Plan, or using another Goal Planning Tool.

PLAN Customize your action plan for topic area(s) of interest, based on your goals. Make a plan for when each item will be completed, by whom, and using which resources or services.

DO Begin taking action on your chosen action plan items! Remember to block out time to complete them.

CHECK Monitor your progress using our Action Plan Monitoring chart. It's OK for plans to change! Adjust, or re-create, your Action Plan, as needed.



Work Together NC

Possibility to Opportunity

worktogethernc.com

Action Plan Monitoring Chart

Action plan topic (select):

- ☐ Employment
- ☐ Postsecondary education
- ☐ Housing & Community Living
- ☐ Healthcare
- ☐ Adult services
- ☐ Financial well-being
- ☐ Transportation
- ☐ IEP
- ☐ Self-determination / Self-advocacy
- ☐ Supported Decision Making

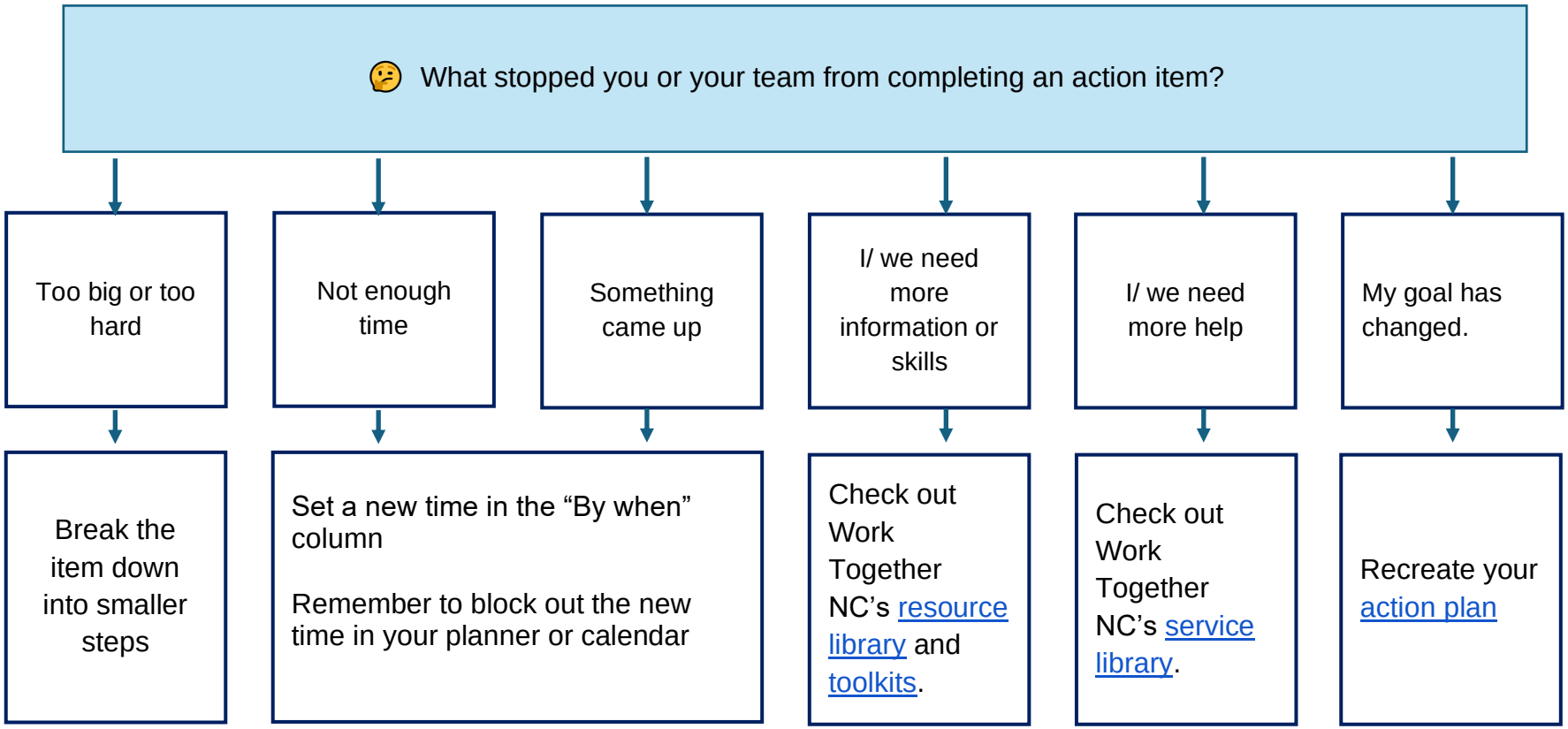
Action item	By when	Who's responsible?	Resources or services I/we plan to use:	Status
				☐ Not yet ☐ In progress ☐ Done
				☐ Not yet ☐ In progress ☐ Done
				☐ Not yet

				☐ In progress 🔃 ☐ Done ✅
				☐ Not yet 🕓 ☐ In progress 🔃 ☐ Done ✅
				☐ Not yet 🕓 ☐ In progress 🔃 ☐ Done ✅
				☐ Not yet 🕓 ☐ In progress 🔃 ☐ Done ✅
				☐ Not yet 🕓 ☐ In progress 🔃 ☐ Done ✅

Having trouble completing an Action Item?

Use this chart!

🤔 What stopped you or your team from completing an action item?
Check your answer below!



Work Together NC
Possibility to Opportunity

worktogethernc.com