

[illegible]

ACTION PLAN - HOW MUCH AND BY WHEN	
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**WHAT** - What are the two (2) high leverage categories within the categories section that will improve over the next 30 days?

1. \_\_\_\_\_ 2. \_\_\_\_\_

**HOW** - What specific actions and/or development are required?

1. \_\_\_\_\_

2. \_\_\_\_\_

**WHEN** - When will the individual complete the “How” assignment?

**HOW MUCH** - What improvement (outcome) is expected over the next 30 days?

**Other Comments:** \_\_\_\_\_

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