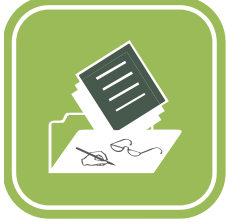




# ACTION PLANNING TOOL

When it is obvious that the goals cannot be reached, don't adjust the goals, adjust the action steps. *-Confucius*

## Menu Planning



KEY ACTION PLAN	KEY ACTION STEPS	WHO'S RESPONSIBLE	COMPLETION DATE
Ex: Add F2S item to monthly menu	Ex: 1. Review seasonality chart 2. Review existing sourcing options	Ex: 1. Manager 2. Director	Ex: 1. February 7 2. February 20

## Sourcing



KEY ACTION PLAN	KEY ACTION STEPS	WHO'S RESPONSIBLE	COMPLETION DATE

## Education



KEY ACTION PLAN	KEY ACTION STEPS	WHO'S RESPONSIBLE	COMPLETION DATE

## Promotions



KEY ACTION PLAN	KEY ACTION STEPS	WHO'S RESPONSIBLE	COMPLETION DATE

## Equipment



KEY ACTION PLAN	KEY ACTION STEPS	WHO'S RESPONSIBLE	COMPLETION DATE

## Community



KEY ACTION PLAN	KEY ACTION STEPS	WHO'S RESPONSIBLE	COMPLETION DATE