

Action Plan

1. Date of Presentation _____

2. Describe what you want your part of the presentation to look like and/or sound like.

3. Plan on paper what tasks have to be done. Assign a completion date for each task.

	Task	Completion Date	Done
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

(Add to this list as needed.)