

SWOT-Based Action Plan Template

Use this template to create a clear, focused plan based on your SWOT analysis. Start with 2–5 key actions based on your top priorities. Keep each step achievable and time-bound. Review and update this plan regularly.

Action Plan Table

Action Step	Reason / Related SWOT Item	Target Date	Who's Responsible	Notes / Progress

Reflection & Review

What will success look like if I complete these steps?

When will I next review this action plan?
