



**Action Steps for a successful Take Time Program 2007-2008**

By November 30, 2007 the following actions will have been taken: By Whom:

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

By January 31, 2008 the following actions will have been taken: By Whom:

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

By May 31, 2008 the following actions will have been taken: By Whom:

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