

ASHA WORKLOAD ACTION PLAN

After completing the [ASHA Workload Calculator](#), develop an action plan to address your specific workload issues in the chart below.

Plan of Action	1 st Activity	2 nd Activity	3 rd Activity
 List the three most time-intensive activities identified by the calculator.			
 Prioritize each activity.	High Medium Low	High Medium Low	High Medium Low
 Identify next steps to address each activity (e.g., develop time management strategies, adapt a service delivery model).			
 List colleagues, administrators, or union representatives who will support your action plan.			
 Develop an estimated a timeline for each step (in weeks or in months; or, using actual dates).			