

# Take Action! Overview Calendar

This overview shows the three levels of staff participation, the phases of *Take Action!*, and relative timing for the *Take Action!* process.



week	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
	<b>6-WEEK PLANNING</b>						<b>4-WEEK PROMOTION</b>		<b>10-WEEK PROGRAM PHASE</b>										<b>EVALUATION</b>		<b>CELEBRATION</b>	
<b>PLANNING COMMITTEE</b>	Planning Meetings Each Week						Promote Program to All Employees		Support Program Coordinator										Collect Evaluation Forms		Coordinate and Participate	
<b>TEAM CAPTAINS</b>							Recruit Team Members		Maintain Weekly Logs										Complete Team Captain Evaluation Forms		Support and Participate	
<b>PARTICIPANTS</b>							Join Team Review Materials Track One Week of F/V or PA to Establish Benchmarks		Maintain Weekly Logs										Complete Participant Evaluation Forms		Participate	
<b>EVENTS</b>							Kick-Off Event Registration		Bi-Weekly Scheduled Activities/Workshops 6 Week Check-In & Incentives												Closing Celebration Event	
<b>INCENTIVES</b>									Reward Participants With Incentive Items for Weekly Goal Accomplishments												End of Program Rewards	