

## Action Plan

Based on your completed worksheets and team discussions, identify 4–5 collaborative action items to enhance your office’s workplace culture. Set a team review date in four months to evaluate progress and discuss how the team is doing.

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2. \_\_\_\_\_  
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3. \_\_\_\_\_  
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4. \_\_\_\_\_  
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5. \_\_\_\_\_  
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DATE FOR REVIEW: \_\_\_\_\_