# Action plan for internationalisation

## Instructions

1. Decide your overall goal for your work.

2. Break down the overall goals into sub-goals and put them in the action plan.

3. Write down your actions for reaching your sub-goals.

4. Who is responsible for the action being done?

5. When should the action be finished?

In addition to this, you should also think about available resources for reaching your goal and what the next step of action is. Remember to plan for follow-up and evaluation.

## Action plan

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| Overall goal– what do we want to accomplish? | Sub-goals | Actions – how will we reach the sub-goal? | Responsible for action | Finished no later than |
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