📄 **Tactical Capacity Action Plan** *Maximizing Impact with Limited Resources*

**👤 Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 **📅 Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### **🔍 1. Optimize What You Already Have**

**What is one resource (tool, product, material, process) you’ve created or used that could be shared, streamlined, or repurposed to save time or money?**

✏️ *Example: Social media post templates, intake form, outreach script, evaluation questions, recorded trainings.*

**My answer:**

**What’s one step you’ll take to optimize it?**

### **🤝 2. Leverage Strategic Partnerships**

**Who is one potential or existing partner you could collaborate with to extend your impact without increasing your budget?**

✏️ *Example: Local nonprofit, faith-based group, community health org, school district, business*

**Partner’s name or type:**

**What can you offer them that creates mutual benefit?**

**First step to reach out or strengthen the connection:**

### **⏱️ 3. Implement Time-Saving Tools or Techniques**

**What’s one tool, template, or system you could start using—or use more effectively—to save time or increase efficiency?**

✏️ *Example: Canva, Google Forms, Calendly, Notion, ChatGPT, batching meetings, SOPs*

**My answer:**

**Next step to implement or explore it:**

### **✅ Quick Commitments**

**What will you commit to trying in the next 7 days?**

**What will you revisit or reflect on in the next 30 days?**

💡 *Remember: It’s not about doing more—it’s about doing more of what works.*