Use this template to organise your opportunities into actions.

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| --- | --- | --- | --- | --- | --- |
| Action Description | Person responsible | Start date | End Date or ongoing | Resources available | Done |
| Example – Upgrade lights to LEDs | Jane / Office Manager | May 2021 | October 2021 | 21-22 operating budget |  |
| General e.g. set up a Green Team, Develop a Sustainability Policy |  |  |  |  |  |
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