**Tools for taking action: Monitoring progress**

Keep a record of your progress through the planned actions of your inquiry:

|  |  |  |  |
| --- | --- | --- | --- |
| **Planned actions** | **Not started** | **In progress** | **Completed** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |