LEAVE NO TRACE
GOLD STANDARD

ACTION PLAN WORKSHEET

1. **Overall Goal**
   What broad outcome are you working toward?
   Example: Improve the baseline assessment scores for training and on-site messaging.

2. **Target Action**
   What opportunity or recommendation will you focus on?
   Examples: Increase the number of staff and volunteers who have received Leave No Trace training. Identify gaps in Leave No Trace messaging and determine potential locations for Leave No Trace posters or flyers, etc.

3. **Specific Objective**
   What measurable result do you want to achieve?
   Example: Provide all staff and volunteers the opportunity to complete Leave No Trace online courses by the end of the season. The most popular trailheads or more than 50% of trailhead kiosks include a Leave No Trace poster or flyer, etc.

4. **Roadblocks & Strategies**
   What challenges might you encounter, and how will you address them?

Potential Roadblock	Strategy to Address it

5. **Who**
   Who will lead this effort? Who else will support implementation?

6. **Timeline**
   What are your key milestones or target completion date(s)?

7. **Resources Needed**
   What staff time, funding, materials, partnerships, or training will help you achieve this objective?

8. **How Will Success Be Measured?**
   How will you know you've made progress? What evidence can you document?
   Examples: Number of staff trained, new signage/messaging installed, visitor outreach completed, improved assessment score, etc.

9. **Progress Notes**
   Include updates, accomplishments, and any adjustments to your plan.

Tip: Start with one or two achievable actions. Small, consistent improvements over time can lead to meaningful progress toward Leave No Trace Gold Standard designation.