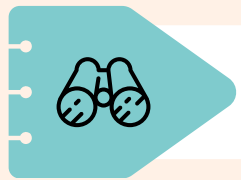


How to do an Effective Action Plan



Define Your Objectives

1

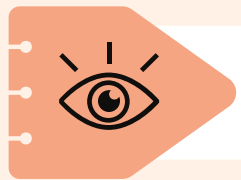
Determine what you want to work on first, maybe prioritise the things that feel most important to you.



Set Your Goals

2

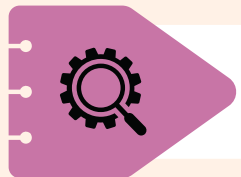
Set yourself some goals - make sure they are SMART and achievable. Up to 3 at a time and keep them simple.



Prepare a Visual Plan

3

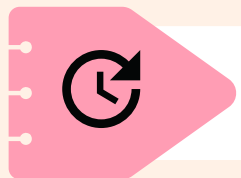
Record it in a way that helps / works for you. Put it somewhere you will see it and refer back to it.



Assess Your Resources

4

How are you going to do it? What do you need to use to help you?



Watch, Measure, and Update

5

Your action plan is changeable, you should check in with it and re-evaluate it regularly.

✦✦ ACTION PLAN



GOAL

MOTIVATION

START DATE



WHY

REWARD

DEADLINE

OBSTACLES TO OVERCOME

STEPS



RESOURCES