



YOUR PLAN #3

IDENTIFYING ACTION STEPS

Your Plan is just a list of actionable steps for achieving your goals. It helps you gain specific insight into how you can reach your aspirations, such as earning a new certification or spending more time with the people you love or getting a new position or retiring early.

All developmental actions have to be aligned your aspirations – YOU are the foundation of the plan.

This plan should be a continual reference or touchstone, and you should update it every time you reach important milestones. Regularly updating it will allow you to set new goals that help you grow as a professional and individual.

Instructions

1. Develop a long-term goal/career objective.
2. Identify short-term goals or positions which will help you to achieve the long-term goal.
3. Identify actions steps which will help to achieve your short-term goals (include education, training, projects, etc.).
4. Prioritize the action steps
5. Define a target date for completion of each action step.
6. Transfer the action steps to monthly and daily task lists

YOUR ACTION STEPS

Take a look at Your Plan #2, and your short-term goals.

To obtain make those possible:

- 1) How will you learn what you need?
- 2) How will you develop the skills you need?
- 3) How will you get the resources you need?
- 4) What other actions/experiences do you need?



Action Step Template: To Learn #1, I will complete a certificate/take a course.

Action Step Template: To develop #2, I will volunteer for a committee/complete a project.

Action Step Template: To get #3, request a new computer from my work/ask for a raise.

Action Step Template: I will also <ACTION>
