



YOUR PLAN #4

PRIORITIZING 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 TIMELINE

Prioritize, order, and schedule your VITAL action steps to get to your long-term goal. Add those dates to your everyday calendar.

Take a look at Your Plan #3, and your action steps.

Prioritize as follows:

A = vital

B = important

C = optional

