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participant documents

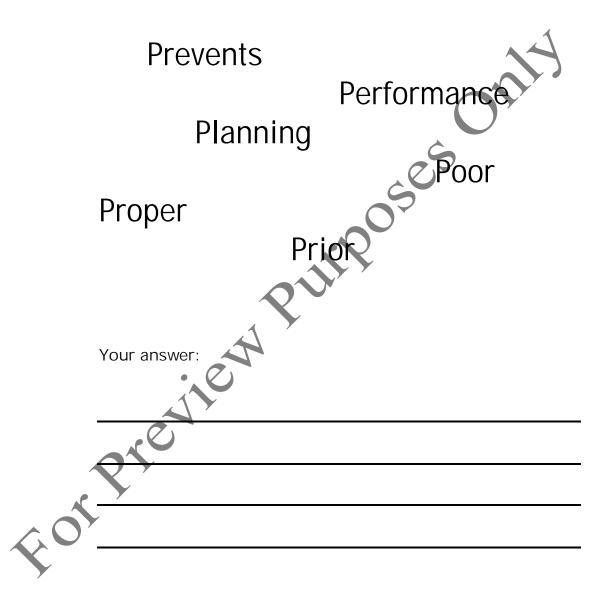
- The Six "P"s of Planning
- What Is Your Vision?
- Making Your Assessment
- Creating SMART Objectives
- Taking Action
- Identifying Resources / Setting the schedule

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The Six "P"s of Planning

Place these six words in the correct order to create a familiar saying about planning:



What Is Your Vision?

Before creating an action plan, you must first decide what it is you are trying to accomplish with your plan. What is the destination you are trying to reach? What will it look like when you get there?

Set your vision for what the outcome you desire. Paint a word picture describing the future you'd like to see.

	My Vision Statement:
<i>,</i>	
~	Y
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Make Your Assessment

It's important to know where you're headed with your plan. This is your vision. But it's equally important to know where you're starting from – to have a clear understanding of where you are right now in relation to your destination. This involves assessing your strengths and your needs.

Where am I right now, in relation to where I want to be? Are there any outside obstacles to consider in making my plans?

What are some of the **STRENGTHS** I can build on in order to reach my vision?

What are some areas of **NEED** that I might have to address in order to reach my vision?

Creating SMART Objectives

On your way toward your destination – your vision – you should identify objectives you will meet in order to realize your vision.

These objectives should be SMART Objectives. They should be **Specific**, **Measurable**, **Achievable**, **Results Oriented**, and **Time-Specific**.

In the space below, write an objective for your action plan that meets all of the criteria for a SMART objective:

Taking Action

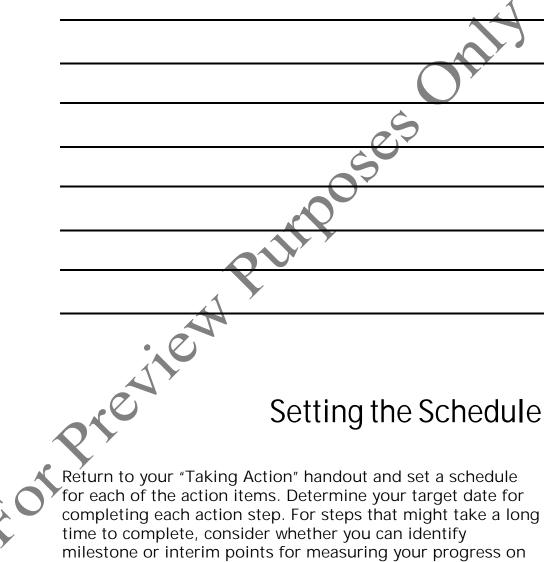
Identify the specific actions you must complete in order to achieve your objective.

Brainstorm a variety of steps you might take to advance toward your goal, making each of them as specific and concrete as you can. Break down complex items into smaller steps to the fullest extent possible.

Prioritize the action steps you develop and put them in an order that makes sense. If one step must be completed before another certain step can be started make sure to list them in that order. Put more important steps before those of lesser importance.

Identifying Resources

In the space below, identify the resources (other people, facilities, time, money) that you can turn to for help in completing your action items and achieving your objective.



that item. Record your schedule information with each item.

Sample Action Plans

Vision:	Objective:	
To facilitate a smooth relocation of the	,	
department in the next six weeks.	#1. Publish a weekly newsletter communicating cur distribute to all staff by Friday of each week.	rent information about the upcoming change and
Assessment:	usinduce to an start by triday of each week.	
Lots of rumors flying and people are getting		1
worried. Need to get the facts out.		
Actions I will take:	People / Resources to help me:	Target Dates:
1. Interview leaders and gather info.	Shari and Albert	Completed Tuesday
2. Write articles for newsletter	Shari and Albert	Completed Wednesday
<i>3. Get photos for newsletter</i>	Rubin	Completed Wednesday
4. Design newsletter layout	Larry	Completed Wednesday
5. Edit articles and write headlines	Larry	Thursday by noon
6. Check for late-breaking news	Shari and Albert	Thursday by 2:00 pm
7. Finalize layout	Larry	Thursday by 3:00 pm
8. Print newsletters	Rubin	Thursday by 5:00 pm
9. Staple and fold newsletters	Shari, Albert, Rubin and Larry	Friday by 10:00 am
10. Distribute newsletters	Shari, Albert, Rubin and Larry	Friday by noon
Vision:	Objective:	
To be promoted to manager of traffic and billing.		
To be promoted to manager of traffic and billing.	#1. Delegate at least 15% of the computer detail w	vork I am currently doing myself to my staff to free
Assessment:	#1. Delegate at least 15% of the computer detail w up at least one hour per day for management of o	
Assessment: I am very detailed-oriented, which is good for		
Assessment: I am very detailed-oriented, which is good for this job, but I have trouble managing multiple		
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Action Plan for Further Learning

Use this page to create your own personalized action plan for further developing your planning skills. Select one to three areas to work on and make your objectives as specific as possible.

Area to work on:	Objective:	
		X
Actions I will take:	People / Resources to help me:	Target Dates:
Area to work on:	Objective:)
Actions I will take:	People / Resources to help me:	Target Dates:
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Area to work on:	Objective:	
Actions I will take:	People / Resources to help me:	Target Dates:

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