

# Creating your personal action plan

An action plan can help you achieve your personal goals by breaking them down into specific and manageable steps. Planning helps you to identify what and who can help you and allows you to measure success towards your overall goal.

To help you focus your thoughts have a think about the following;

1. **What is your overall goal?**

1. **What key focus points can you identify to achieve your goal?** Focus points can be identified through discussion with a mentor or course staff
2. **Where do you feel you are now with each of the key focus points?** To support this analysis, use the **Performance Profile**. There are spaces available for you to identify up-to 8 key focus points. Be as realistic as you can. Less is more here. Try to focus on the specifics which form a key part of the progression towards your overall goal. Avoid taking on too many at once, you can always repeat the process with new focus points once the initial ones are achieved.
3. **What are your options?** What is stopping you achieving your goal now? How can you overcome this?
4. **What will you do to address these key focus points?** You can use the **Action Plan** to help you with this. Use one row for each of the focus areas you identified in the Performance Profile.
5. **Check in**. As you work through the Action Plan, regularly check back with your performance profile, and update it as you get closer to achieving your overall goal.



10 9 8 7 6 5 4 3 2 1

Performance profile

Using the 1-10 scale, rate yourself for each of focus points raised. Update it as you progress through your action plan.



Action Plan

Use this to support reflection and plan to address your key focus points

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| What key focus points do I want to work on? | Why is it important I develop this? | Where am I now?(see Performance Profile) | How can I make changes to what I do? | Who and what can help me develop in this area? | When will I know I have achieved my goal?  | How did I do? What next? (update your Performance Profile) |
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