

# SAMPLE ACTION PLAN

ACTION PLAN	
March 18, 2009	
<b>GOAL</b>	
Position myself for a bonus, raise and/or promotion on the job later this year by increasing visibility and reputation for effectiveness.	
<b>MOTIVATION</b>	
Increase job security, increase revenue to fuel vacations and long term financial security.	
<b>ACTION STEPS</b>	<b>TIMING</b>
Identify a key project and join the team.	Next 30 days.
Make a valuable, visible contribution to a key project.	Next 3 to 4 months.
Get to know more people within my department and division.	Next 3 months.
Build stronger relationships with people in my department and division.	Next 3 months.
<b>OBSTACLES</b>	<b>RESPONSES</b>
<ul style="list-style-type: none"> <li>• Schedule is already very full.</li> <li>• Difficult to socialize and meet existing obligations.</li> </ul>	<ul style="list-style-type: none"> <li>• Set aside some time each week for this key project.</li> <li>• Delegate and manage workload better to create space on calendar.</li> </ul>
<b>RESOURCES</b>	<b>ACTION STARTERS</b>
<ul style="list-style-type: none"> <li>• Calendar.</li> <li>• Existing company events and training opportunities.</li> <li>• Professional networking opportunities.</li> </ul>	<ul style="list-style-type: none"> <li>• Calendar one new meeting or event each week.</li> </ul>
<b>MINI-GOALS &amp; MILESTONES</b>	
<ul style="list-style-type: none"> <li>• Identify the high visibility project.</li> <li>• Identify two or three colleagues to get to know better.</li> </ul>	

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