



How to Make the Best Use of Personal Action Plans

- **Always plan to move towards something you want rather than away from something you don't want**
- **Take personal responsibility for the actions you plan**
- **Choose actions that rely on you, not others, for completion**
- **Chunk the plan down into easy steps**
- **Start with the end in mind - know where you intend to go**
- **Make action plans for things that are important to you**
- **Make the first step an easy one that will produce an identifiable result**
- **Be prepared for your emotional responses**
- **If it gets tough, do it anyway**
- **Acknowledge all wins you have along the way - celebrate often**
- **Be flexible as long as you are moving towards what you want**
- **Make plans in all areas of your life, make it a habit**
- **Be determined and persistent in the face of barriers**
- **Seek to overcome each barrier as it arises**
- **Review your goals periodically, make sure you are actioning something that is still important to you**
- **Keep score and use positive reinforcement**
- **Get into action - NOW!**



Personal Action Plan

1. What are you going to do differently immediately you return to work?

2. List at least one thing that you are personally able to do that will lessen the key barrier you identified to your development and you are prepared to act on:

3. Using what you have learned here, what are your personal action plans:

a) For next week

b) For next month

c) For the rest of this year