

1 Action planning

Action plans are a well used instrument in the manager's and training professional's toolkit. However, many plans look good on paper but are never implemented.

Use this checklist to ensure that your future actions are planned effectively.

Action planning checklist

- Have you specified your goal? Yes/No
- Have you set target dates for the commencement and achievement of your goal? Yes/No
- Have you determined how you will know when your target has been achieved (qualitative and quantitative measures of success)? Yes/No
- Are you sure that your goal is achievable? (If not, break it down in to smaller tasks) Yes/No
- Have you outlined the action needed to achieve your goal? Yes/No
- Have you specified how and when the actions will take place? Yes/No
- Have you determined who and what can help you achieve the goal? Yes/No
- Have you determined how and when you will use this help? Yes/No
- Have you thought through who and what can hinder you in achieving your goal? Yes/No
- Have you a plan for how and when you will minimize these hindrances? Yes/No
- Have you considered who needs to be informed or consulted about your plan and when? Yes/No
- Are you confident that your goal is realistic? Yes/No