



Proven Self Management Tools

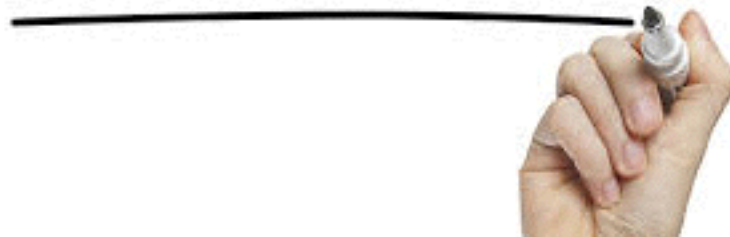
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Action Plans

An Action Plan is a simple list of all of the tasks that you need to carry out to achieve an objective. It differs from a To Do List in that it focuses on the achievement of a single goal.

To draw up an Action Plan, simply list the tasks that you need to carry out to achieve your goal, **in the order that you need to complete them**. This is very simple, but is still very useful! Keep the Action Plan by you as you carry out the work and update it as you go along with any additional activities that come up.

ACTION PLAN



Implementing the decision

Action Plans

1. Individually or collectively list all the steps needed to be accomplished to complete the task
2. Set priorities
3. Break larger tasks into smaller actions
4. Indicate who is responsible for each task
5. Set time frames for completion, and checkpoints for review
6. Define what the task will accomplish so that the endpoint is clear

ACTION PLAN

Room: _____ Time Period: _____

OBJECTIVES (List of Goals)	TASKS (what you need to do to achieve the goals)	SUCCESS CRITERIA (how you will identify your success)	TIME FRAME (by when you need to complete the tasks)	RESOURCES (what or who can help you complete tasks)



TO DO LIST

- _____
- _____
- _____
- _____
- _____

To-Do Lists

A to-do list is a list of tasks that need to be completed, typically organized in order of priority. One of the most important reasons for keeping a to-do list is it can help you to better organize what needs to be done. Organizing your tasks with a list can make everything much more manageable and make you feel grounded. Seeing a clear outline of your completed and uncompleted tasks can help you feel organized and stay mentally focused.

As you cross items off your to-do list, you'll feel a sense of progress and accomplishment that can be missed when rushing from one activity to the next. Having a list of all your tasks will allow you to sit down and make a plan. One study showed that fifteen minutes spent planning could save an hour of execution time!