

Action Plan

Name: _____

Date contract established: _____

Please record: Step 1: The development priorities you have identified written as specific goals (SMART). Step 2: Action steps/strategies to achieve your goals. Step 3: The involvement of others to support your efforts. Step 4: Your target start and completion date(s).*

STEP 1:	STEP 2:	STEP 3:	STEP 4:
Goals	Steps/Strategies to Achieve Goal(s)	Involvement of Others (resources, collaborators, and accountability partners)	Start and Completion date(s)
1.			
2.			
3.			

***SMART goals – Specific, Measurable, Attainable, Realistic, Timely**

Related Questions:

What will be different regarding the communication/behavior/morale within my work team when I succeed at reaching my goals?

How might achieving these goals impact patient care and business outcomes?

Who on my team will notice the changes first?

What are possible obstacles I might encounter? How might I overcome them?

What “red flags” do I need to be on the lookout for as a first sign I am returning to old behavior?

What will I do when I slip up? What repair techniques will I utilize?

What is one “take away” from the seminar that I will be implementing in the future?