

Action Plan

Based upon the information received during the workshops, list 2 concepts or points of discussion you will adapt to your work environment. Include a list of **specific** actions or steps you will implement at work. Be sure to list any additional resources you will need to help in the successful transition.

Employee Name: Mickey Mouse		Date:
Supervisor: Walter Disney		
Completion/Implementation Date: 08/15/2011		
Concept/Point of Discussion: Time Management Workshop – Open Loops – finish tasks that remain open. Stop procrastinating on job duties that I do not like performing. Gossip in the Workplace – eliminating gossip and turning it into a positive.		
Specific Areas to Improve: Complete items that I put off until the end of the day/week to complete. Avoid procrastinating. Complete tasks at least 48 hours before due date. Stop gossiping with co-workers about fellow team-mates and students.		
Detailed Actions in Sequence	Changes to Look For	Resources Needed
Step 1: Draft a to do list for the Job Fair Draft a to do list for events that are scheduled for the remainder of the fiscal year		Microsoft Word
Step 2: Review to do list with supervisor and teammates to ensure all areas are accounted for.	Completed to do list submitted to supervisor.	Supervisor, co-workers
Step 3 Add project completion dates to my Outlook calendar. Include follow up dates for discussion with supervisor to ensure steady progress	Tasks completed prior to original due date. Bi-weekly meetings with supervisor. Less frustration and screaming at students and co-workers.	Outlook, supervisor,
Step 4		

Employee Signature

Supervisor Signature