

Action Plan Instructions

An action plan must be submitted to receive full credit for attending the Staff Conference. Your action plan should address work-related issues.

The purpose of an action plan is to identify areas of needed improvement while developing a list of actions you can implement to improve these areas.

Writing an action plan is similar to writing goals. They are specific in nature and will list items to be completed in conjunction with observable actions which can be documented. A true action plan requires thought and time to draft.

When drafting your action plan, follow the SMART guidelines to ensure appropriate areas have been addressed.

S – specific, M – measurable, A – attainable/achievable, R – realistic, T - time bound

Action Plan - Example

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:		
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,