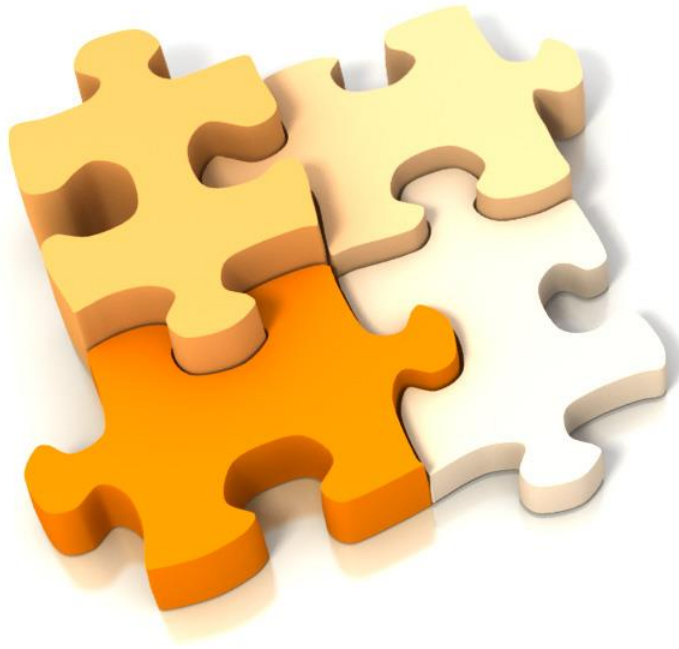




Action Planning

**An Organizational Tool
For Today's Leader**

Why Plan



- Better use of resources
- Minimize wasted effort and rework
- Accomplish task more quickly
- Control activities
- Insure program success

Action Planning

- **Organizational tool used for planning small to large projects**
- **Critical for making change and the subsequent transition successful**
- **Ensures that all “bases” are covered**
- **Instills trust in others of the leader’s knowledge and capabilities**



Completing an Action Plan

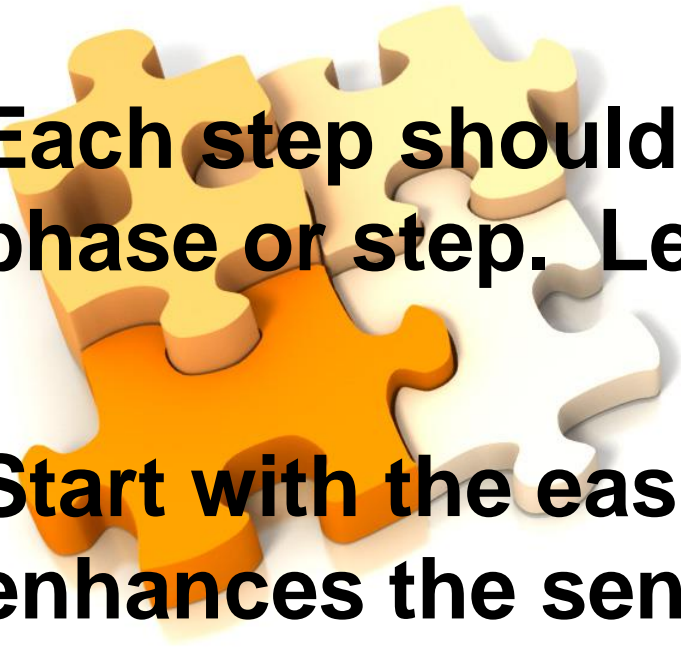
- **Identify the problem, project, or change that needs to be addressed**
- **Determine the goal – what do you see as the final product**
- **List areas that are already in compliance or already completed**
- **Identify areas that are not possible at the moment but are future goals**



STEPS/TASKS



- **Break down the problem, project, or change into small steps or tasks**
- **Each step should lead directly to the next phase or step. Leave nothing out.**
- **Start with the easier tasks and progress – enhances the sense of accomplishment and builds confidence**



Resources

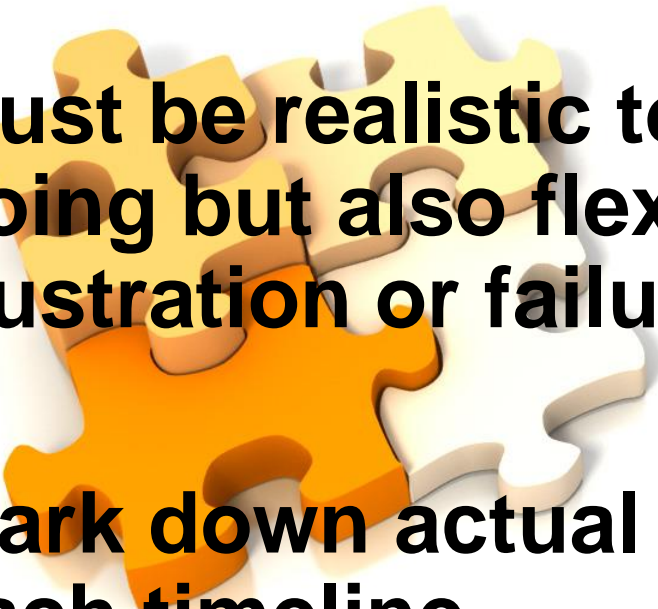
- **Identify what resources are needed to complete each task**
- **Will prepare you for possible budget needs, staffing, and training requirements**



Timelines



- **Develop timelines and/or deadlines for each step**
- **Must be realistic to keep the momentum going but also flexible enough to prevent frustration or failure**
- **Mark down actual date of completion for each timeline**





Mission Accomplished!