

My Personal Plan Of Action

My personal action plans are methods, plans of activity, and specific steps that I will take to reach my goals, thus fulfilling my purpose and overall vision.

My Personal Statement Of General Strategy

Define Your Personal Action Plans

You must decide specific ways to reach your personal goals. Plan to be successful in reaching those goals. How will I get there? What route will I take? What steps are needed to achieve my personal and professional goals? What learning experiences will I be involved in to specifically fulfill my stated business goals?

Only an ill-advised person would begin a long journey without knowing the destination. Have you ever seriously thought about drawing up a plan for your life and deliberately mapping out where you want it to take you? It is said that only two things in life are sure—death and taxes. However there is an additional one—time flies! The clock is ticking, and the future soon will be the present. You can either be ready for it, or wait and let it take you by surprise.

Your personal clock is ticking, and before you know it, that which you thought was a long way off will be just around the corner. The bottom line is, be ready and be prepared. Start now by defining your personal purpose, your objectives, your goals, and then get to the action formulation stage. Perhaps you still need a personal mission statement. An important element in establishing your goals is to determine or maybe just review your life's calling and/or purpose. From there you can clearly define your objectives.

Don't drift through life...be purposeful! Determine an objective, define some goals, and follow through with the planning process with measurement and feedback. Ask yourself, "What do I really want? What am I trying to do?" Answering basic questions will provide the stimulus to determine what it will take to achieve the desired result. Obstacles will always present themselves, but through perseverance and determination,

they can and will be overcome. Your life, both personally and professionally, can be one of achievement, accomplishment, fulfillment, and success.

My Personal Action Plan Worksheet
My Stated Purpose: _____ _____
My Stated Goal: _____ _____
My Personal Action Plans For This Goal: _____ _____
Plan of Action #1 (Initial Steps, Procedures, etc.)
Expected Results: _____
Potential Obstacles: _____
Time Constraints: _____
Projected Costs: _____
Completion Date: _____ _____