



working well

## A PLAN FOR EVERY PURPOSE

- Clearly define your task or goal.
- Break up large projects into manageable steps.
- Build in time to regroup, acknowledge successes or change direction.
- Assign duties for each step to the appropriate person.
- Set realistic deadlines.



# Leap Into ACTION

If you have a specific goal or project to accomplish, create an action plan to get it done. Once you get the hang of action planning, you'll find it comes in handy – both professionally and personally. Action plans provide goals to achieve, tasks to complete and milestones to celebrate.