

ACTION PLAN TEMPLATE



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bloom where you're planted

SORTED:

planning matrix

List your tasks and actions. Place each task into one of the four quadrants based on its urgency and importance. Focus on tasks in the "Important and Urgent" quadrant first, then allocate time accordingly to the other quadrants.

Urgent

Not Urgent

DO

SCHEDULE

Important

DELEGATE

DELETE

Not Important

MISSION



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possible plan

An effective action plan is vital for turning goals into reality. It provides clarity, structure, and proactive problem-solving.

1

Specific Actions

List specific actions required to achieve each goal.
Break down larger tasks into smaller, manageable steps.

Timeline

Create a timeline or schedule for each action.
Set realistic deadlines for completing each step.

2

3

Resources Needed

Identify any resources or support needed to accomplish your actions
(e.g., time, money, skills, assistance from others).

Potential Obstacles

Anticipate and list potential obstacles/challenges.
Think about how you can overcome these challenges.

4

5

Measuring Progress

Set milestones to measure progress. Celebrate small victories along the way!



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FUEL IT:

powering drive

Explore and identify personal and external sources of inspiration to enhance your commitment and drive towards your goals. Sharing insights with others fosters a supportive community for collective motivation.

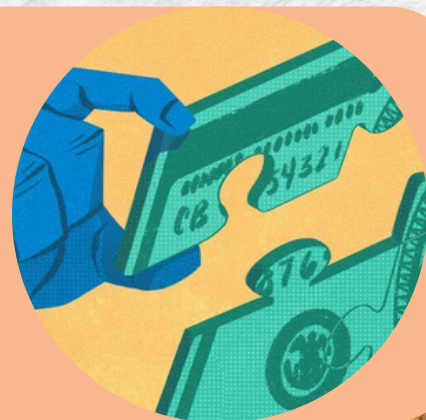


Intrinsic Motivators

Identify intrinsic motivators (personal satisfaction, sense of accomplishment) tied to each goal.

Extrinsic Motivators

Consider external motivators (rewards, recognition) that can help reinforce your commitment.



Accountability Partners

Share your goals and action plans with a friend, family member, or colleague who can provide support and accountability.

