

Action Plan: Heart, Head, and Hands



Heart:
What are your
values and what is
most meaningful
to you in life?



Head:
Consider priorities,
feasibility, trade-
offs and what
others need from
you



Hands:
What specific
actions will you
take to implement
your plan?

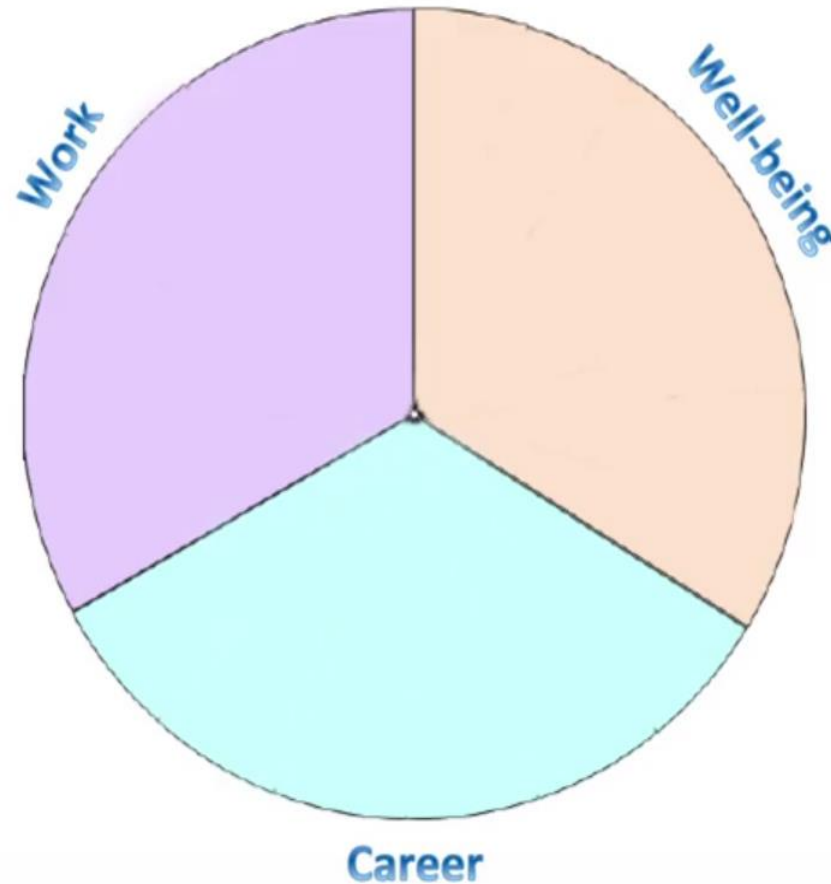
Activate Windows
Go to PC settings to activate Windows.

Step 1

Step 1: The heart of Your action plan.

Identify at least 3 parts of your life that are most important to you.

If you are completing the action plan assignment, you will list each of the important parts of your life and provide an explanation of why each of these parts is of great importance to you.



30 tuổi: PhD ở nước ngoài; Làm SA cho Google

Step 2

The Power of a Plan: Creating Your Action Plan

SCIENCE OF SUCCESS:
WHAT RESEARCHERS KNOW
THAT YOU SHOULD KNOW



Step 2:

For each of the important parts of your life that you identified in Step 1, write down at least 3 goals you want to achieve.



Giỏi tiếng ANH

Step 3

The Power of a Plan: Creating Your Action Plan

SCIENCE OF SUCCESS:
WHAT RESEARCHERS KNOW
THAT YOU SHOULD KNOW



Step 3:
The head of
Your action plan.

Of all the goals you
listed in Step 2,
choose only one goal
that you want to start
working on
immediately.



Giỏi tiếng ANH IELTS 7.5 SAU 1 NĂM HỌC

Step 4

The Power of a Plan: Creating Your Action Plan

SCIENCE OF SUCCESS:
WHAT RESEARCHERS KNOW
THAT YOU SHOULD KNOW



Giới thiệu ANH

1. Tôi phải làm những gì ?

2. Khi nào tôi làm ?

3. Chia sẻ với ai ?

4. Làm thế nào biết được hoàn thành

Step 4:

The hands of

your action plan.

Create your personalized action plan by documenting at least three specific steps you will take to achieve the goal you identified.



Step 4

The Power of a Plan: Creating Your Action Plan

SCIENCE OF SUCCESS:
WHAT RESEARCHERS KNOW
THAT YOU SHOULD KNOW



	What I will do (Be specific and use action verbs)	Start date	Completion date	Who will I tell?	How will I measure my success?
Action 1	Take a course on public speaking	Sept 1	Dec 15	My boss	Completing the course; Being able to articulate at least 5 best practices for public speaking
Action 2	Join a Toastmasters Club through which I can practice speaking in front of others	next week	ongoing for at least one year	My boss	Attending and participating at all meetings; Being able to articulate 5 additional best practices for public speaking
Action 3	Volunteer to give presentations at work	next week	ongoing	My boss	Giving at least 3 presentations every month
Action 4	Teach at a local community college	next summer	end of next summer	My spouse	Completing the course and reading student evaluations
Action 5	Speak up at meetings	now	ongoing	Two of my colleagues	Acknowledgement from my two colleagues that I'm speaking up more
Action 6	Read a book about public speaking	Oct 1	Oct 31	My spouse	Completing the book and implementing at least 3 strategies from the book

Step 5

Step 5: Prioritize Your Time

Identify at least one
thing you will stop
doing (or modify) so
that you can spend
more time and effort
on achieving your goal



Step 5

1. Thức dậy sớm hơn 30 phút: NGHE
2. Kết hợp giữa thể dục và Facebook

IELTS 7.0:

1. Xin học bổng học nước ngoài
2. Viết bài báo khoa học
3. Học các môn chuyên ngành edX bổ sung
4. Tham dự hội nghị

Step 6

The Power of a Plan: Creating Your Action Plan

SCIENCE OF SUCCESS:
WHAT RESEARCHERS KNOW
THAT YOU SHOULD KNOW



Step 6: Reflect on Lessons Learned

Identify the two most important lessons you learned from creating your plan or taking this course.



Xây dựng kế hoạch cá nhân của mình