



## ADC\_02 Learning to Learn – S5

### Assessment #2: Action Plan [15%]

An action plan is a list of steps/tasks required to achieve specific goals you have set. It breaks down the goals into actionable steps/tasks that can be easily tracked and monitored over time.

The purpose of an action plan is to clarify what resources are required to reach the goal and formulate a timeline for when specific tasks need to be completed.

1. Based on the Self-Review, produce an action plan that contributes to your Personal and Professional Development.
2. Align your action plan with your goals and indicate how your efforts have contributed to achieving these goals.

Create your own Action Plan template and use a priority matrix to help prioritize your tasks.

### Grading Rubric

The following grading rubric is used for the Action Plan:

Assessment Area	Score (%)
Structure & Content	6.0
SMART Goal Alignment	3.0
Evidence of Progress	2.0
Monitoring Progress	2.0
Mechanics / Grammar	2.0
Total	15