**Action Plan Template**

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| What is the challenge you will focus on? | During the next week I will focus on: Is to learn to manage my time effectively, increase my focus and productivity. |
| How will you practice/work on the challenge? Identify the next three steps and a target completion date. | I will work on the challenge I have identified by: Single tasking, Distraction free, Being Goal oriented.   * Focus on single task for set period of time. * Eliminate or limit distraction. * Set specific goals of the week, break it down and achieve milstones every day. |
| How will your approach to this challenge show that you are developing the Growth Mindset? | To increase my focus, attention time and productivity I will approach to the problems of Lack of focus, Short attention span and low efficiency with following plan.  I will break down problems in smaller parts and create milestones to celebrate. I will focus on single task for a set period of time. I will try to curb down the number of distractions to completely remove them if possible by disabling notifications of unneccessary apps and reducing use of social media as much as possible.   Schedule a set period of time to specific tasks and not switch to another task till either I complete it or I run out of time. I will Set specific goals of the week, break it down and achieve milstones every day. |