

Name: email:
Class:
Course Leader: email:
Coach: email:

Instructions:

1. Please complete the items above.
2. Take a few moments (5-10 minutes) and reflect on what you have learned during class. Think about your ah-ha moments, your hopes and dreams that came up in your mind during this week, think about the discussions you had with people, both during class and during “social hour.”
3. In the space below, please capture these thoughts by writing them down in an organized fashion under the appropriate headings. In the 1st column, list the actions you plan to take in applying what you have learned from a course. In the 2nd column, indicate how you will measure your successes. The more specific your objectives and measures, the more likely you are to fulfill them.
4. Once you complete YOUR action plan, transfer the items you described to your daily planning calendar to check whether your plan is realistic. Make any reasonable and necessary adjustments.
5. Please forward your action plan to your coach and copy your course leader. You may also hand deliver a hard copy to your course leader before the end of class and you and your coach will be forwarded an electronic copy.
6. Complete the 90 days follow-up. Your coach will set up a brief phone call with you after 90 days.

90-DAY FOLLOW UP: After ninety days, assess your progress with your coach.

1. How well did you accomplish your objectives?
2. What in your work environment supported you in achieving your goals?
3. What in your work environment blocked you from achieving your goals?
4. What ongoing goal(s) will you now strive to achieve?

Skill Check 7: Self Reflection and Action Plan

As a result of what I have learned during this course I am going to:	I will know when I am achieving this objective when:
Now: What I plan to do within ten (10) days of returning to my job:	
Then: What I plan to do within the next six (6) weeks or so:	
Later: Actions I intend to take at the first opportunity:	