

Science of Success Template for Creating Your Personalized Action Plan

<i>Be specific and use action verbs</i>		Start date	Completion date	Who will I tell?	How will I measure my success?
Action 1 <i>What you will do</i>					
Action 2 <i>What you will do</i>					
Action 3 <i>What you will do</i>					

For examples, see the sample Action Plan on the following page

Sample Action Plan for Step 4

<i>Be specific and use action verbs</i>		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	completion of course; articulating 5 best practices for public speaking; practice of public speaking in class
Action 2	Read a book about best practices for public speaking	Oct 1	Octo 31	My boss	Completion of book; implementing at least 3 strategies from the book
Action 3	Volunteer to give presentations at work	Nov 1	ongoing	My boss	giving at least 3 presentations every month