Science of Success Template for Creating Your Personalized Action Plan

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| --- | --- | --- | --- | --- | --- |
| *Be specific and use action verbs* | | Start date | Completion  date | Who will  I tell? | How will I measure my success? |
| Action 1  *What you will do* |  |  |  |  |  |
| Action 2  *What you will do* |  |  |  |  |  |
| Action 3  *What you will do* |  |  |  |  |  |

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

Sample Action Plan for Step 4

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| --- | --- | --- | --- | --- | --- |
| *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 | 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 |