

Action Plan for Success

Skills for Success: *Personal Skills for Professional Excellence*

Self Assessment: Discover where you are now and where you want to go. What are the personal/professional skills, assets, virtues and talents you currently have that assist you?

Desire: Make sure you choose something you really want to change so that you are ready, willing and able to do it. What are examples of areas of improvement that you find enriching, exciting and will unleash your creativity? What will bring out the best in yourself?

Focus: Having a sense of focus is one of the main reasons people succeed. Select a concise goal and make a clear plan that defines your actions for the next year. How will you keep your attention clearly focused on the goal? Choose a plan you can begin now.

Commitment: Your action plan is an agreement with yourself in which you state what you will do. This is a written document where you explain your commitment to making your dreams come true. A suggestion is to make signed copies of your plan and post it at home and/or at work as a reminder of your commitment.

Support: While on the quest who will you invite to support, encourage and show appreciation? Find mentors who are eager to assist you.

Skills: What kinds of information and resources do you need to be successful? Do you want to sharpen a skill or add a new skill?

Progress: How will you keep track of your progress? Throughout the year reassess and improve your plan. What are a series of small steps that will help you go the distance? Remember, it is important to realize that change comes in small increments.

Motivation: Know why you want to succeed in this area of endeavor. How will you keep yourself inspired? What are some of the challenges you will need to overcome? What are attitudes, activities and actions that will assist you in achieving your goals? How will you reward yourself along the way?

Most people don't plan to fail ... they just fail to plan.

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