



ASSESS Action Plan Worksheet (*Example*)

Susan Example
ABC Company
Manager

Developmental Goal: *Increase organization and time management skills.*

Desired Outcomes:

- *More efficient use of time.*
- *Less need to work late or on weekends.*
- *Will get priority activities completed on time.*

Action Step	Others to Involve	Target Dates	Progress Indicators	Barriers
1. Discuss with boss.	boss	tomorrow	better understanding of my priorities	
2. Read one of the recommended time management books.	none	1 month	finish the book! Implement 2-3 techniques	Procrastination
3. Talk to someone who is organized and leads an active life. Learn what they do that I can model.	organized person	next week	regular use of new skills	finding the right role model
4. Make a daily to-do list. Prioritize my activities and work on important tasks first.	none	next 6 months	review daily: make list? work list? work highest priority tasks?	disciplining myself to do this
5. Develop contingency plans.	peers/boss	next 6 months	ability to meet commitments	

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