

Action Plan

What specific steps will you commit to as part of your action plan? Write down your commitments.

1. Strengths

What are your most important strengths?

In what ways can you develop these strengths further? Be as specific as possible. Note performance measures and timing.

OVER ►

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2. Opportunities for development

What are your most important development opportunities? Be as specific as possible. Note performance measures and timing.

If you do not change, what's the potential impact? Think about your performance, your career, key relationships.

What actions will you take immediately?

OVER ►

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3. Support needed

Sharing your action plan is critical to be successful. What are your plans, and what support or resources are needed?

With your manager

With your direct reports

With your peers

With others
