

## ***Here are 7 steps for creating a simple action plan:***

### **Step #1: Define your goal**

Make sure to describe it in clear, specific terms. Don't use generic terms such as "Get project A done." Write something such as "Finish project A by X date with 75% or better completion score."

### **Step #2: Write down all the steps to getting there.**

Break it down into small, achievable steps. Each step should ideally involve only one action.

### **Step #3: Prioritize the steps and give them deadlines**

Which step needs to be done first? Which ones must be started early because they take a while to complete? When does each one need to be finished so you can complete the whole project on time?

### **Step #4: Set your milestones**

Milestones occur when significant parts of the goal have been reached. Identify at least two or three. Every time you reach one, celebrate! It means you've come a long way towards reaching your goals.

### **Step #5: Gather your resources**

What do you need to get to complete your action plan? Record and gather everything you need now so that there won't be any surprises later.

### **Step #6: Make your action plan visible**

Copy it down into a visual and easily accessible format. Make it easy to read with clear markers. Keep it somewhere you can see it constantly. I have a whiteboard that hangs by my desk when I need it to keep me focused on the project and the plan.

### **Step #7: Monitor and evaluate as you implement**

Monitor your action plan as you implement it. You might find some bugs that need to be worked out. That's normal, especially when you're new to action plans. Evaluate your successes and failures and decide what to do differently for your next action plan.

## **Final Thoughts**

This process might seem simple but doing it consistently will help you create plans for reaching your goals that won't overwhelm or frustrate you. If you try this and it works for you, keep doing it for every goal you want to achieve, and every project you want to finish. Have a clear path to follow really does make it easier to stay focused on what you want to achieve.

## **More Info on Creating an Action Plan**

[The Easy Guide to Developing an Effective Action Plan – Creately.com](#)

[Action Plan Template from Miro.com](#)