



THE 7 HABITS OF EFFECTIVE ACTION PLANNING - A CHECKLIST



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CHECKLIST

1. Before creating an action plan I make sure I have prepared fully. I have gathered my thoughts, prepared my workspace, know what process I will use and am committed to the planning process.	
2. Before each planning session I reprioritise my goals, so I know I am working on the most important one at that time	
3. For each planning session I have clarity on the specific goal I want to achieve which is specific, measurable, relevant and targeted.	
4. I allow myself sufficient time for creating the plan and for completing the activities	
5. I have a clear strategy for managing interruptions and distractions, so the time spent on action plan tasks is focused and productive	
6.. Each action plan has review points planned throughout to measure progress and adjust the remaining tasks, as necessary.	
7. Once I have completed an action plan, I allow time to reflect on the lessons learned before creating the next one.	



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I hope you have enjoyed completing this checklist and found it insightful. I wonder how you got on.

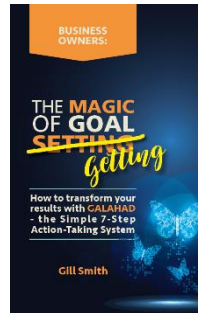
If you want a tried and testing 7 step action planning process in your toolbox then check out my book

‘The Magic of Goal Getting’.

By visiting this page

<http://bit.ly/magicofgoalbk>

You get a free workbook to accompany it.



Here is what my mentor had to say about it (having used the process himself)

‘This book should be supplied to every student, every business bank account opener, every manager, every leader and certainly every coach or consultant’.

I wish you every success in all your business endeavours.

Best regards
Gill Smith