

Action Planner

Once you have written your goals, it is important to develop an action plan.

Meaningful action plans keep you motivated and on track by helping break goals down into bite-sized, manageable activities; activities against which you can measure your progress.

The following action planner template will help you identify required actions to achieve each goal. It also provides space to prioritise the action, assign who will be responsible for the action, allocate a timeframe, and assess how you are progressing towards achieving your desired outcome.

There are no hard and fast rules about what you should or shouldn't include as an action in your action plan. The key is to make sure the steps are meaningful to you and will help you achieve your goal.

Some people like to list each mini step, while others are content to outline the key major steps that will contribute to achieving their goals.

Often it helps to organise these into a priority order, arranging the steps into a sequence that will help them be achieved. It also helps to put a time frame on each step if possible. It is very important to keep in mind that action steps be SMART (Specific, Measurable, Achievable, Realistic and Time bound).

Things to remember when action planning:

- Identify what you would need to do to be fully satisfied for each key focus area
- Assess what you need to do to get from current position to desired position
- Gather necessary resources/undertake learning
- Surround yourself with helpful people
- Break steps into bite sized chunks
- Prioritise and sequence actions
- Make your actions SMART as well

Action Planner Template



Goal	Action(s)	Priority* Rank 1 to 4	When	Who R = responsible A= assist	Done yes / no	Desired Outcomes achieved yes / no	Further Action Required
Heifers 6 months old are 30% of target mature live weight (450kg mature live weight = 135kg) at 6 months	Weigh grazing stock at 6 months of age Ask Bob and Jane to help with moving cattle and recording all weights. Ask grazier to be present to discuss outcomes and further actions if any	2	January 15 th	Me = R Bob = A Jane = A	Yes 15 th Jan	Majority achieved target of 135kg. 15 below target live weight	15 below target heifers will require preferential treatment to meet target
Lift 15 below target heifers to target weights by 1 June	15 below target 6 month heifers are to be given preferential feeding. Re-weighed in one month's time to assess improvement		Immediately – reassess in 4 weeks	Me = R			

* 1= important and urgent, 2 =Important but not urgent, 3 = Not important but urgent, 4 = not important/not urgent

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