

Creating Results Focused Action Plans

What is an action plan?

- An action plan is a living, breathing document! It is something you create and refer to daily, weekly, monthly.
- An action plan is a way to make sure your vision becomes a reality. Your action plan will describe the way you will use strategies to meet objectives.
- An action plan consists of a numerous action steps or changes to be implemented. Each action step or change to be sought should include the following information:
 - What actions or changes will occur
 - Who will carry out these changes
 - By when they will take place, and for how long
 - What resources (i.e., money, staff) are needed to carry out these changes
 - Communication (who should know what?)

Background information you will require...

Vision (written vision or your vision board)
Mission (what is your mission or purpose)
Objectives (what do you want to achieve)
Strategies
Targets and agents of change (key stakeholders who will help you accomplish your goals and action plan).

3C's of a Great Action Plan

Complete

Does your action plan include every step or change that is necessary to accomplish the desired outcome?

Clear

Does your action plan describe who is accountable for each step of the action plan, what resources are needed and when each step must be completed?

Concise

Does your action plan reflect the current situation? Does it consider future opportunities or obstacles?

People don't plan to fail. Instead they fail to plan.

Failure is not an Option

No one plans to fail, but success can slip through your fingers when you don't take time to plan for the results you want to achieve.

Here are a few reasons you, as a business leader/professional, want to plan:

- To lend credibility to your business or goals. An action plan demonstrates to others that you and/or your organization is well ordered and dedicated to getting things done.
- To be sure you don't overlook any of the details.
- To be clear on what you can accomplish and better understand what is not possible.
- To be more productive and efficient. An action plan will allow you to save time, energy, resources over the long-term.
- To be more accountable to yourself and your organization. An action plan will increase the chances that people (including yourself) will do what needs to be done.

Keep it Visible & Current!

As a living, breathing document, your action plan should be visible at all times! Display it prominently.

As your goals/life/career changes or your organization changes and grows, you will want to continually (usually monthly) revise and reflect changes in your action plan to keep it very relevant.

Follow through.

Deciding what to do is the hard part but it cannot be a successful unless you follow-through! Take your plan and run with it!

*Remember the 80-20 rule:
Successful efforts are 80% follow through on planned actions
and
20% planning for success.*

Celebrate Your Successes & those who are involved in &/or support your efforts!

Adapted from: *Community Tool Box*: <http://ctb.ku.edu>

Next Steps...

- Register today for your complimentary Ignite Business Assessment Call. This 30 – 60 minutes call will
 - Identify a key challenge you currently face
 - Why this challenge exists
 - Action steps you can take to breakthrough
 - The best part... you will identify how you can make a difference to the results you are achieving.

More About Ignite Leadership International

Founded by Catherine Rocheleau, Ignite Leadership works with business owners and professionals to get clear on the big picture so they can make decisions faster and implement changes that allow them to keep more of the money they make.

Our 25 years in business plus years as executives, non-profit leaders, entrepreneurs and professionals allow us to draw on our own experiences and current trends to tailor how we can support you, your team and your business.

We thrive on change and the opportunity to align with our clients to activate opportunities and advance businesses and careers to achieve amazing outcomes.

We are different than other coaches and consultants – we don't just tell you what needs to be done – we partner with you to execute and realize what it is you want to do to get done!

- Together we keep you **focused on your goals** and the results you want to achieve
 - Most importantly we help you **measure your progress** and results along the way
- You will **stay accountable** and on-track and achieve more in less time
- You will **identify key tools and resources** that will help you **leverage time, energy and money** – Great ROI!
- **You decide how best we can support you** – coaching, consulting, project execution, training and more!

Contact us today... Start with an Ignite Business Assessment Call then we can go from there! <http://bit.ly/16K6yuq>