

# INDIVIDUAL ACTION PLAN

Prepared by: \_\_\_\_\_ Developmental Skill Area: \_\_\_\_\_ Date: \_\_\_\_\_

## Tips for Using This Tool

Look at your 360° reports and reflect on classroom learning. Consider short-term needs, long-term business objectives, and your own interests. Get specific about what success looks like. Brainstorm a full range of options. Make your goals specific, simple, and realistic, and act on them right away. Don't forget to follow up!

**1** Specific goals and skills



**2** I'll know I've succeeded when...



**3** Activities which help develop each skill



**4** Resources to use (supporters)



**5** My first step (by when)



**6** Other steps (dates)

