

Improving Personal Effectiveness Action Plan

Complete an action step for each area needed:

Effectiveness Area	Need to develop		Action Step	By When
	Yes	No		
Being Proactive (Is there a situation/area where you may need to be more proactive?)				
Begin with the end in mind (Are there areas you need to set/review goals?)				
Priorities (Do you have a system for setting/reviewing priorities?)				
Procrastination (Are there areas in which you are procrastinating?)				

(OVER)

Effectiveness Area	Need to develop		Action Step	By When
	Yes	No		
Interruptions (Do you need to develop a plan to handle interruptions?)				
Delegation (Are there tasks you can/need to delegate?)				
Staying Motivated (Are there areas you need to remotivate yourself?)				
Keep Balanced (What will you start/continue doing to develop each dimension?)				
Physical				
Mental				
Spiritual				
Social/Emotional				