

Name \_\_\_\_\_ Date \_\_\_\_\_

## Action Plan



**Introduction:** An action plan helps you reach a goal by planning how you'll get there. Your action plan begins with an objective. What is it you want to accomplish?

Once you have an objective, think of your reasons why you want to achieve that objective. These reasons are important to keep you motivated.

Finally, think through the steps you need to accomplish to reach your objective. These steps are the goals for you to meet. When setting these goals, be sure that you can reach them. Be specific when setting your goals so that it is clear what you need to do. For each goal, write down how many days you need to accomplish it. Make sure that you can achieve a goal in less than a week.

Next, identify the methods of the job search you want to use. Successful strategies usually involve using a variety of methods. You may tend to choose ones that are comfortable for you. Also push yourself to choose methods that involve talking to people and using the phone. People who use the phone significantly increase their success in the job search. As you do information gathering interviews, you may learn what methods people in your field use. Once you select job search methods, you may want to return to your action plan and add some steps.

**Directions:** Review the same Action plan below. On the following page, use the template to write your own action plan.

### Sample Action Plan

**Objective** Find a job as a landscaper

**Reasons:** Like plants

Want to work outdoors

Enjoy working on a team

Want to see a finished product

<b>Steps:</b>	Research CIS occupation file about landscapers and document my research and thoughts in my CIS portfolio	1 day
	Talk to friends and family about local landscapers	3 days
	Look in the yellow pages and form a list	1 day
	Drive by houses that have companies' signs in the yard	2 days
	Stop by landscapers' offices and talk to the staff	5 days

# My Action Plan

**Objective:** \_\_\_\_\_

\_\_\_\_\_

**Reasons:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Steps:** \_\_\_\_\_ #days: \_\_\_\_\_

\_\_\_\_\_ #days: \_\_\_\_\_

\_\_\_\_\_ #days: \_\_\_\_\_

\_\_\_\_\_ #days: \_\_\_\_\_

\_\_\_\_\_ #days: \_\_\_\_\_

\_\_\_\_\_ #days: \_\_\_\_\_

\_\_\_\_\_ #days: \_\_\_\_\_

\_\_\_\_\_ #days: \_\_\_\_\_

\_\_\_\_\_ #days: \_\_\_\_\_

\_\_\_\_\_ #days: \_\_\_\_\_

