

Objective and Action Plan

Part 1: Objective

Your development objective (is it SMART?)

What you will be able to do or do better when you have achieved it?

Who else will benefit?

When will you achieve it by?
A specific date.

Part 2: Action Plan

Overall strategy (the learning method)

Resources (that you will need to be able to achieve it)

First step (what will you do today, tomorrow or next week?) Write a date.

Review date