

Part 7: Plan of Action

Congratulations! You have worked through the Personal Leadership Development activities, and you have reached the end!

Using the resources you have developed in each activity, you will now take your list of goals, develop a plan of action, set a timeline, and make a list of action items that will be needed.

Before you get started, look at your list of goals, and see if they are still your goals for the year, or make any changes you need to make.

Assignment

Choose a short-term goal, and a long-term goals, for this activity.

1. For each goal, make a list of what needs to happen to achieve the goal. This might be 3 items, or 30, depending on the goal.
2. Sort the list into chronological order (what needs to happen first).
3. Next to each item, list the amount of time it will take to complete, and when it needs to be completed.
4. Finally, make a timeline of action items that you will do.

Example

Lose weight – short term, 10 pounds

1. *Eat less*
2. *Exercise more*
3. *Make better food choices*
4. *Keep going with the plan*

Action Items

- *Get up ½ an hour early and exercise on Tuesday, Thursday and Friday mornings 30 min. x3*
- *Drink 4 12 oz. glasses of water each day 12 minutes*
- *Only have 1 helping (no seconds) all meals*
- *Use smaller plate for meals dinner meal*
- *Prepare two healthy snacks each night that I can eat the next day while I'm doing schoolwork 15 minutes*
- *Choose only one day of the week for eating junk food (don't binge, choose 3 "junk food" items that I will have on hand that day) Mondays – chocolate, pizza, ice cream*

This is your action plan to achieve your goals! If you do this activity for each of your goals, and then stay on track for completing the items, you should be well on your way to success!