**Action Plan**

***INSTRUCTIONS:*** *Refer to your monthly/quarterly goals and use these to figure out your Weekly Actions. Then use this page daily to drive your Daily Action Planner. Don't overschedule yourself - first review your diary for pre-existing commitments.****SMART Actions are:*** *Specific, Measurable, (easily) Actionable, Realistic, Time-bound.*

**1) Key SMART Goal Actions**

*Your Top 3-5 SMART Actions that move you towards your goals - in priority order. These actions should be completable this week (if not break them down into smaller chunks).*

* **1.**
* **2.**
* **3.** 
* **4.**
* **5.**

**Future SMART Goal Actions**

*Make a note here of any actions you need to remember/your top priorities to work on next week*

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**Other**

**Daily Action Planner**

***INSTRUCTIONS:*** *Refer to your Weekly Action Planner, and then use this page daily to plan out your day ahead. Refer back to this page throughout the day - and whenever you've completed an action.* ***Tip:*** *Don't overdo it! Review your diary first: What can you achieve given your pre-existing meetings/commitments? Working daily on one big project action and 1-3 smaller actions is ideal.*

***SMART Action reminder:*** *Specific, Measurable, (easily) Actionable, Realistic, Time-bound.*

**My Top 3 Actions This Week (in priority order):**

**1.** .......................................... **2.** .......................................... **3.** ..........................................

|  |  |  |
| --- | --- | --- |
|  | **Daily Work Priorities - Work FIRST on What Matters MOST** | **Other Tasks** |
| **Monday** | **Key SMART Action/s***
 | **Quick WINS/FILLER Tasks** | **Personal/Delegation Tasks***
 |
| **Tuesday** | **Key SMART Action/s***
 | **Quick WINS/FILLER Tasks** | **Personal/Delegation Tasks***
 |
| **Wednesday** | **Key SMART Action/s***
 | **Quick WINS/FILLER Tasks** | **Personal/Delegation Tasks***
 |
| **Thursday** | **Key SMART Action/s***
 | **Quick WINS/FILLER Tasks** | **Personal/Delegation Tasks***
 |
| **Friday** | **Key SMART Action/s***
 | **Quick WINS/FILLER Tasks** | **Personal/Delegation Tasks***
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**Notes** ...........................................................................................................................................................................

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