

Action Planning

For each area of focus, develop a detailed action plan. Some examples of areas of focus could include: communicating more with employees, developing my leadership wisdom, building better peer relationships, delegating more effectively.

Area	Planned activities & commitments
	1. 2. 3. 4. 5.
	1. 2. 3. 4. 5.
	1. 2. 3. 4. 5.