Developing an Action Plan for Accomplishing Great Things (3/8/26)

- **Goals** (Those you are committed to accomplishing).
    1. Each goal is expressed in a complete sentence, starting with an action verb.
    2. Created in reference to one or more of the following life areas:
        a. Personal
        b. Professional
        c. Spiritual
        d. Family
        e. Health
        f. Fitness
        g. Community
    3. Each goal has an Action Plan with these elements:
        a. Personal Life Vision or Mission Statement
        b. Time Frame (Start date, Complete date)
        c. MO's (Methods of Operating=Action steps)
            i. Each step is a complete sentence with a date for completion
            ii. Arrange in sequence of priority or importance

    4. Follow up
        d. Keep your promise holders appraised of progress.
        e. Alert them if for any reason you will not fulfill a promise by the date or other measure.
        f. Ask for guidance along the way.
            i. Make every effort fulfill your commitments.
            ii. Excuses/reasons for non-completion are unacceptable.
            iii. Set performance indicators and how an achievement will be measured.