



Sometimes knowing what the first action item is can be the hardest part. And a bit of clarity can help enormously. If you already know what you want to do, but need some help in making it happen - here's a simple action plan to record it in one place.

My top 3 career goals are:

1

2

3

Use the below table to record the incremental actions you can take to help you achieve your goals:

Action you want to take?	Which career goal does it support?	What's the impact of taking the action?	What might stop you?	How will you overcome that?	Who can support you?	Complete by	How will you stay accountable?
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How would you feel in one year from today if you are in exactly the same position as you are now?

Is this something you need further support with?
Use [this link to my calendar](#) to book a 30 minute call to explore how coaching can help you here.