PLAN TO BE YOUR BEST ACTION PLAN

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| --- | --- | --- | --- |
| NAME |  | DATE |  |

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| VALUES |
| Succinctly define your mental picture of what you want to achieve over time. |
| MISSION |
| Succinctly define \*what\* you do, \*who\* you do it for, and \*how\* you will get there. |
| IDENTITY |
| Three qualities that are true, good and unchanging. |
| OBJECTIVE |
| One clear and specific statement regarding one objective. |
| STRATEGIES |
| List of strategic initiatives; each describes \*how\* you’re going to achieve the objective. |
| TACTICS |
| Specific action steps; at least one tactic for every strategy. |
| CRITICAL SUCCESS FACTORS |
| A short list of variables and conditions that will have a profound impact on your success. |

Continued

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| PLAN TO BE YOUR BEST ACTION PLAN | NAME |  |

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Timeline

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| INITIATIVES / TASKS |  |  |  |  |  |  |  |  |  |
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Action Steps

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| Item | Task | Who | Due | Status |
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