

**Action Plan**

*Use this worksheet to help plan the action steps that you can take in your current job over the next 6 months that will better prepare you for the next step in your career.*

*Ex. Goal: Increase knowledge of technology.*

* 1. *Action: Take Lynda.com or similar courses on WordPress/Microsoft etc.*
  2. *Resource: time from regular job duties and Lynda subscriptions from libraries.*
  3. *Deadline: February 28, 2017.*

1. **Goal:**
   1. Action:
   2. Resource:
   3. Deadline:
2. **Goal:**
   1. Action:
   2. Resource:
   3. Deadline:
3. **Goal:**
   1. Action:
   2. Resource:
   3. Deadline: