

Time Management Action Plan

JOB TITLE:

THE PURPOSE OF MY JOB IS: (summarise in no more than 20 words)

THE KEY COMPONENTS OF MY JOB ARE:

- For each component, my specific activities or tasks are? And percentage of my time which should be spent on each

Component

Task

Percentage

- How am I going to start? Is that first step clear and achievable?
- When am I going to start? [More likely to succeed if you set a realistic start and finish time]
- How will I achieve it? [You need to pinpoint the methods you are going to use and the resources you will need to help you achieve your goal?]
- Who will be affected? [Who? But how will you approach them? How might they respond? How will you overcome objections]
- What could prevent me from achieving my goals? [What obstacles might you face? How will you resolve them? What contingency plans could you make?]
- How will I know when I have succeeded? [How and when are you going to monitor and evaluate the success of your plans?]