

PERSONAL ACTION PLAN

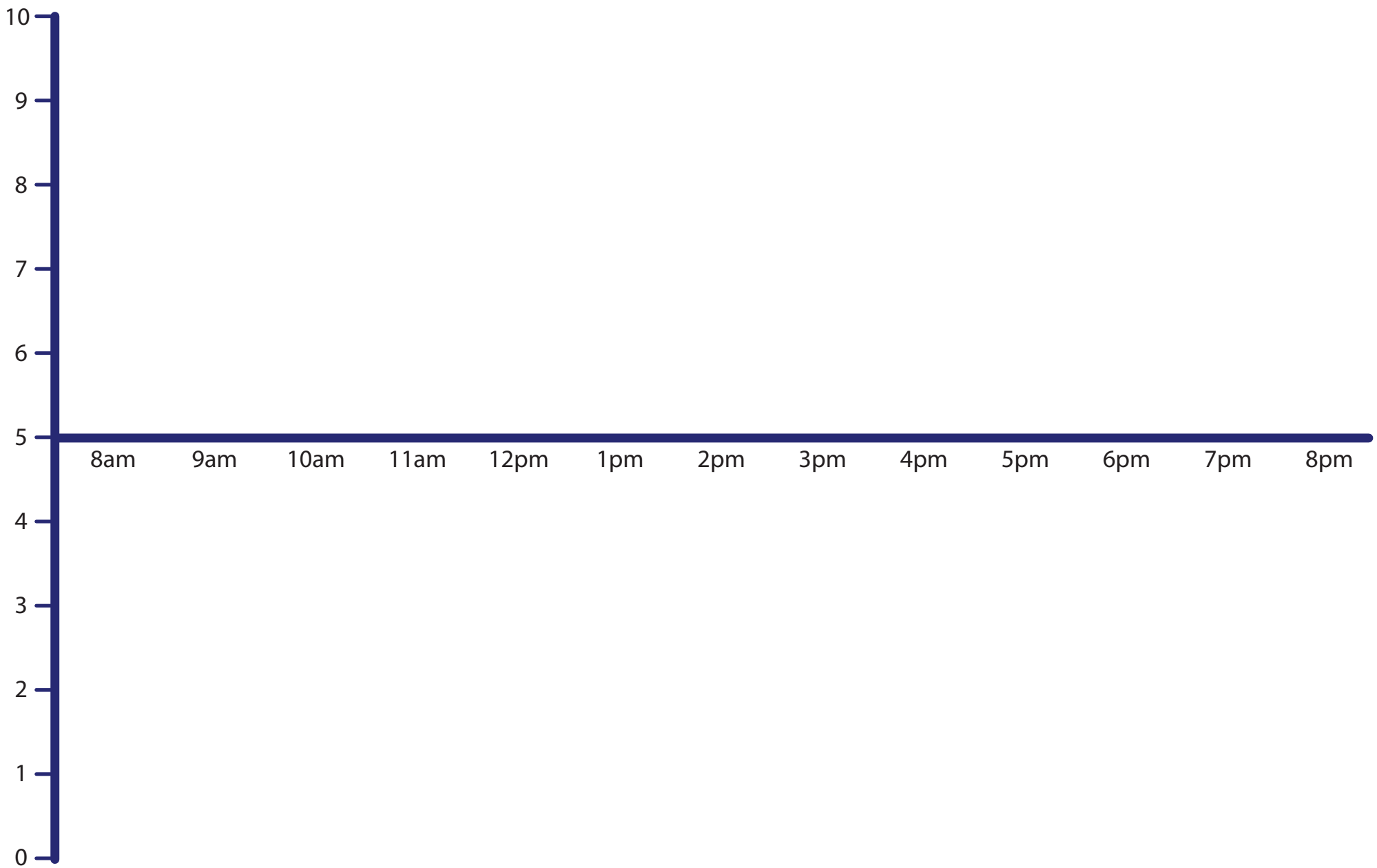
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TIME MANAGEMENT CHALLENGES	CONSEQUENCES & ESTIMATED TIME LOST	IS THERE A SUBCONSCIOUS DRIVER FOR MY BEHAVIOUR?	STEPS TAKEN & DESCRIPTION OF MY NEW BEHAVIOURS	ESTIMATED TIME GAINED

PROFESSIONAL GOALS	ACTIONS
	1.
	2.
	3.
	1.
	2.
	3.
	1.
	2.
	3.

ORGANISATION/DEPT. GOALS	ACTIONS
	1.
	2.
	3.
	1.
	2.
	3.
	1.
	2.
	3.

PERSONAL GOALS	ACTIONS
	1.
	2.
	3.
	1.
	2.
	3.
	1.
	2.
	3.



PERSONAL ENERGY PATTERN

Do high value “flow state rocks” when energy is high, do admin/email/phone calls/meetings when energy is low