



BIG | Building Inclusive environments for all Generations

Components of a personal action plan



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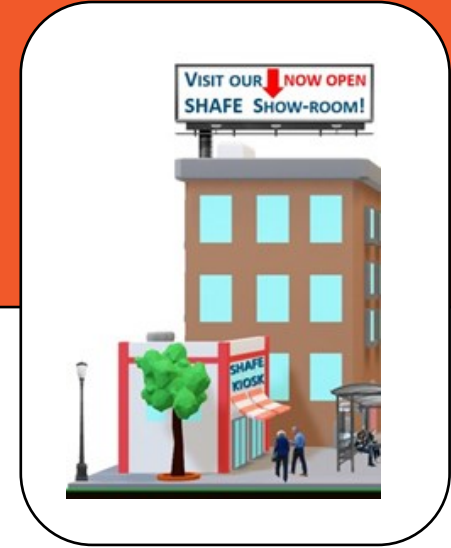
Aims of personal actions plans

- Becoming aware of challenges and goals to be reached
- Considering resources needed to reach the goals
- Defining appropriate strategies
- Becoming aware of contingencies
- Planning the implementation
- Identifying potential needs to adjust the planning



Problem analysis

- What characteristics does the problem have?
- Is it temporary or ongoing?
- Who is suffering from/dealing with the problem? How?
- Who is benefitting from the problem? How?
- How accepted is the opinion that we deal with a problem?





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Setting one's goals



Goals should be:

S = Specific

M = Measurable

A = Appropriate

R = Realistic

T = Timebound



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Securing resources

Actions need:

- Time resources
- Material resources
- Financial resources
- Cooperation partners





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Selecting appropriate strategies



- How useful are specific strategies to reach one's goals?
- Strategies to secure resources might be an important basis for all other actions
- Keep allies and opponents in mind when selecting appropriate strategies
- Assess your strategies
- Focus on effective strategies: Less can be more



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Being aware of contingencies



- What can go wrong goes wrong (Murphy's law)
- List as many contingencies as possible
- Create a Plan B for each of them
- Exemplary problem: Press releases on the planned actions are less often used by newspapers than expected
- Exemplary solution: Increase efforts on social media

Starting the implementation

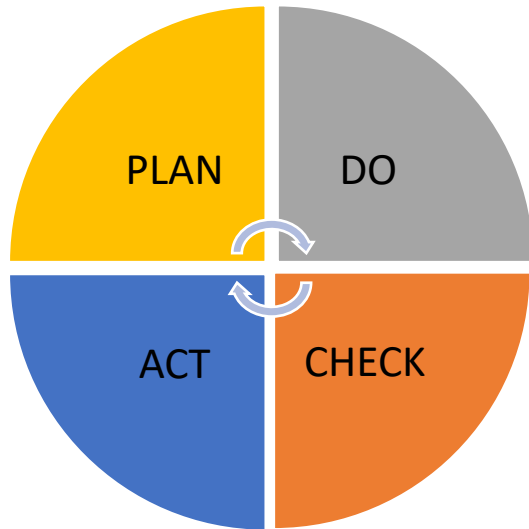
- Remember: Plans for which the first step is not done within 72 hours probably won't ever be implemented!
- Once the first step is taken, the following ones are usually much easier
- Categorise: What will you do – with whom – by when?
- Check your plan regularly, adapt and update it





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The PDCA cycle



- Plan: Recognise an opportunity and plan the action
- Do: Implement and collect experiences
- Check: Analyse the development
- Act: Decide on changes in the next cycle



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Thanks for your attention!

