



Action Plan

- Purpose: Provides a clear map for starting—and keeping—your practice on the road to greater success.
- Preparation: Collect and review your completed Practice Development Program worksheets and assessments.
- Instructions: Work with your BDM to develop an actionable plan.

Practice name: _____ Date: _____

Step one — Practice goals

Based on your completed worksheets, identify your practice goals (*what* do you want to achieve?):

1. _____
2. _____
3. _____
4. _____
5. _____

Step two — Strategy

Working with your BDM , determine strategies for achieving your stated practice goals (*how* will you reach your goal?).

- _____

- _____

- _____

- _____

- _____

- _____

Action Plan

Step three—Tactical plan summary

Indicate the specific actions you will take to implement your strategy and achieve your goals. Actions should be discrete and should have measurable outcomes. Be sure to record which goal each action seeks to effect. Make your Action Plan a living document—refer back to it frequently to stay on top of your target dates.

Description of action	Target date	Complete date	Evaluation date
Supports goal #: Person responsible: Success measured by: Progress notes: Result (brief description):			

Description of action	Target date	Complete date	Evaluation date
Supports goal #: Person responsible: Success measured by: Progress notes: Result (brief description):			

Description of action	Target date	Complete date	Evaluation date
Supports goal #: Person responsible: Success measured by: Progress notes: Result (brief description):			

WHAT NOW?

Your Action Plan is your road map to success. Refer to it often. Update your program on a regular basis. And remember to work with your BDM if you have questions or need assistance.

Action Plan

Step four—Action detail

This page is provided so that you can add as much detail as you like for the Actions specified in Step Three.

ACTION _____ Supports goal #(s): _____

Action Plan detail:

Action Plan

Step four—Action detail (continued)

This page is provided so that you can add as much detail as you like for the Actions specified in Step Three.

ACTION _____ Supports goal #(s): _____

Action Plan detail: