



Triggered Action Planning – Job Aid

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Instructions

GOAL What goal do you have for putting the learning into practice?	SITUATION What situation will you be in when the need for a goal-related action arises?	ACTION What specific action will you take when you enter the situation?
Example: I will initiate a change initiative to increase creativity within my work team.	Example: The most important situation will be in my first staff meeting upon returning next week.	Example: I will share the 7-point creativity checklist and ask my team to begin work on items 1-3.
Goal #1	Situation #1	Action #1
	Situation #2	Action #2
Goal #2	Situation #1	Action #1
	Situation #2	Action #2

