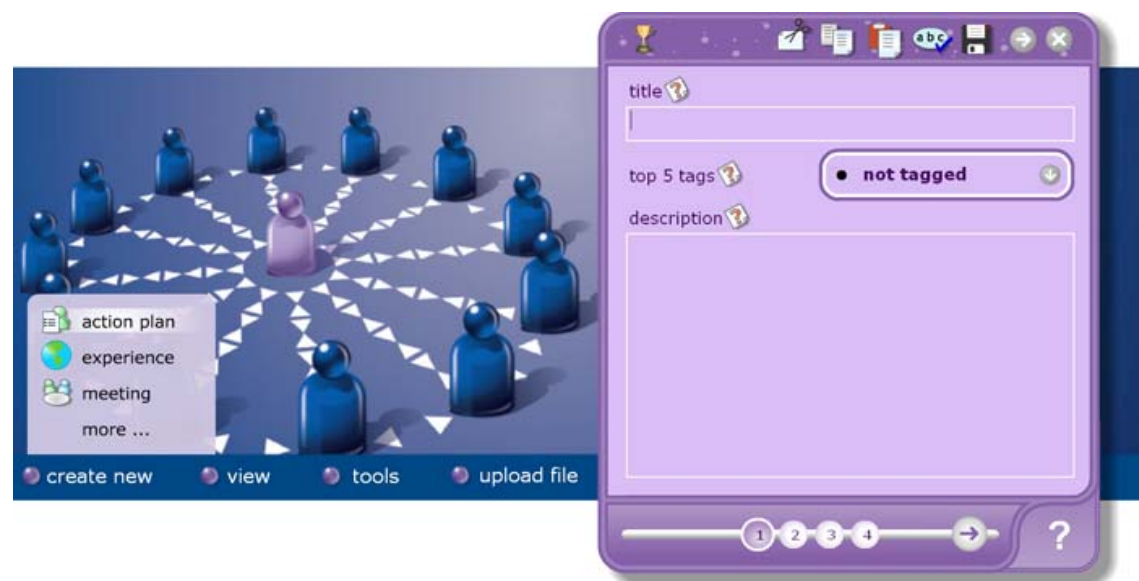


# Action Plan

**Action Plan allows you to create plans designed to help you achieve a particular outcome or goal. You may wish to create a plan to help complete a project or develop areas that you currently perceive as weaknesses.**

Click the **create new** button and choose Action Plan from the menu.



In the pad that opens there are areas to add a **Title**, select a **Tag** and add **Current situation** for your Action Plan. This should include details of why you need to create this plan but not details of what the plan is for, this comes in the next stage.

The tag drop down box contains your five most popular tags. More tags can be added at the final stage of the creation process.

- Click either the **numbered button** or the **next arrow** on the navigation bar to move to the next section. This section should include your **ideal situation**. This describes what you would like your Action Plan to help you achieve.
- Click to move to **section 3** button or the next arrow on the navigation bar to move to the next section.
- This section enables you to add details of the **steps** you need to take to reach your ideal situation.
- Write brief details of your **first step** in the main text area. You can include detailed information about how you will complete the step by clicking on the **question mark and**

**clock icon** just above the main text entry area. You can also add a date for when this first step will be completed.

- Once you have added all the details for the step, click on the chevrons on the left of the panel. This will then add the step. Repeat this process to add as many steps as necessary to complete your plan
- You may re-order the steps by selecting a step and using the up and down arrows to move it up or down the order. After all your steps are completed you can add an overall completion date. If you have added any dates using the **how** and **when** option in the steps, the final completion date will automatically be filled in with the latest date you have added. You can change this by clicking on the completion date and select an alternative date



- Selecting a step from the list also allows you to edit the details. The text for the step will load into the top text area where you originally added it. Once you have made any changes you must click on the chevrons to add the amendments
- Click to move to **section 4**. This section includes the **SWOT** analysis. SWOT analysis stands for **Strengths, Weaknesses Opportunities** and **Threats**
- Clicking on the heading for **Strengths, Weaknesses, Opportunities** or **Threats** will enable you to enter details for the chosen category.



- Click to move to **section 5**. This section allows you add details of any details of any **supporting resources** you need to help you with your plan.

The **supporting resources** contains headings for:

- Books/Journals;
- Web links;
- People;
- Training courses/Workshops;
- Electronic resources;
- Other.

**Remember:** As with all text fields in DeskSpace you only need to complete those you feel are relevant.

- Click to move to **section 6**. In this section you can **reflect** on the action plan. You may want to include how achievable the action plan is or why you feel having a plan is useful or how the results of this action plan may be applied in practical situations. You may also want to add what you have learnt from thinking and writing about this action plan.
- Click to move to **section 7**. Moving to the final section, you can choose to do a number of things with the action plan you have just created:
  - view it;
  - send it to a Person, Gateway, Blog or Printer;
  - add an End Note;
  - add/edit a Link;
  - tag it

You can also simply click on the **tick button** to save and close your asset.