
Training Instrument 11-3

Organization Action Plan (Structured Experience 12-12)

As a result of this workshop, I commit to:

1. Engaging in the following three behaviors to improve my time management:

A. _____

B. _____

C. _____

2. Setting the following deadlines to incorporate these behaviors:

| Behavior | Deadline |
|----------|----------|
| | |
| | |
| | |

3. Using the following three tools or techniques to improve my time management:

A. _____

B. _____

C. _____

4. Setting the following deadlines to incorporate these tools and techniques:

| Tool and Technique | Deadline |
|--------------------|----------|
| | |
| | |
| | |

5. Sharing my action plan for improvement with the following three people (other than my partner for this activity):

A. _____

B. _____

C. _____

continued on next page

Training Instrument 11-3, continued

Organization Action Plan (Structured Experience 12-12)

6. Setting the following deadlines to share my action plan:

| Person | Deadline |
|--------|----------|
| | |
| | |
| | |