



ACTION PLANNER

Comprehensive computer based goal setting and action planning tool that helps turn dreams into realistic achievements, and guides and monitors progress along the way.

Action Planner was developed to maximise the outcomes of career and life transition planning. The Action Planner guided planning process and database prompts the user to identify appropriate goal-specific action steps (tasks), resources, barriers, contingency plans and time lines. Clear and realistic Action Plans and To-Do-Lists are generated. This ensures that progress monitoring is an easy and ongoing activity. Action planner includes multiple goal setting and action planning pathways, and is an excellent career/life planning and achievement motivation tool for teenagers and adults.

What Does Action Planner Do?

Action Planner includes three different but strongly related types of goal setting and action planning:

- **work and study** (ongoing learning) **goals**
- **personal goals** (health/happiness/fun)
- **relationship goals** (family/friends/others)

The computer program guides a person through a straight forward but comprehensive goal setting and planning process, which includes:

Goal Setting

Select a goal from the menu, or edit a personalised goal transferred after completing one of Career Solutions careers programs.

Goal Importance

Click to select the personal importance of that particular goal.

Goal Time-line

Click to select an appropriate time line for achieving the goal.

Tasks/Strategies (action planning steps)

Click to select as many goal specific tasks/strategies which are likely to facilitate goal achievement as desired or enter your own.

Time-lines for each Task/Strategy

Click to select a time line for each selected task/strategy.

Resources

Click to select as many of the goal specific resources as desired.

Barriers

Click to select as many of the goal specific potential barriers that might need to be addressed as desired.

What Ifs (Contingency Plans)

Click to select contingency plan considerations, just in case things don't work out as expected.

Reviewing Progress

Click to select a time line to review progress towards achieving each goal.

Achievements

A sense of achievement is reinforced by ticking off (clicking) each Goal and/or Task as it is achieved.

Action Plan, To-Do-List and Goal/Task

Achievement record reports

Click the View/Print reports button and select the required report. It will immediately be shown on screen. To print just click the printer icon. When a Task or Goal is clicked as 'achieved' the reports are automatically amended. The achieved Tasks or Goal is transferred to the Goal/Task achievement record and drops off the To-Do-List.

Progress Tracking of Groups and Individuals by Career Advisers/Counsellors/Case Managers

Besides motivating and guiding individuals towards goal achievement, Action Planner also enables Careers Advisors/Case Managers to track the progress of groups and individuals over time. It makes it easy to see (from their Action Plans and To-Do-Lists) when and how to congratulate, encourage and help individuals to maximise their potential to achieve their career and life goals.

Career Development Tracker

This new program, to be supplied with all Career Solutions career tools, enables the Careers Adviser/Case Manager to oversee, follow-up and report on the progress of all clients/students.

Action Planner Goals

- Satisfying career/work career options
- Satisfying education/training/skill development
- Successful self marketing/job search
- Personal well being/health/happiness
- Enjoyable hobbies/leisure/sport/travel activities
- Effective time management/personal discipline
- Relationship building
- Effective money management/wealth creation

When one of the above goals is selected a drop down menu of more specific related goals appears in Action Planner from which to select and commence action planning.

Action Planner Goal Setting and Action Planning Considerations

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|-------------------|--------------------------|--------------------------------|
| • Goal type | • Tasks (planning steps) | • What ifs (contingency plans) |
| • Goal benefits | • Task time-lines | • Review progress |
| • Goal importance | • Resources | • Edit/Update Goals/Tasks |
| • Goal time-line | • Barriers | • Achievements (Goals/Tasks) |

How Action Planner Enhances Career Development

- **Self Understanding:** Action Planner facilitates a better understanding of work/study, personal and relationship goals.
- **Self Empowerment:** Encouragement to take responsibility for own career and life goals setting/action planning. Learn the skills needed to make well considered decisions, to set goals, and to plan action steps designed to achieve goals.
- **Goal Setting and Decision Making:** Decision making skills developed through a unique process of broadening (using Action Planner goal setting and action planning database) and then refining goal and planning steps and sub-steps (tasks).
- **Action Planning:** Detailed Action Plan and To-Do-List reports listing the steps and time-lines needed for achievement.
- **Review Progress:** Continually reviewing and updating goals and tasks maximises the likelihood of goal achievement.
- **Celebrating Achievements:** Recording achievements and receiving positive feedback by seeing the achievements automatically appear on the updated Action Plan and drop off the To-Do-List encourages perseverance towards longer term goals.

Additional Action Planner Benefits

- **Action Planner Supplied FREE** when purchased with any other Career Solutions career tool.
- **Save Action Plans and To-Do-Lists to floppy or hard disk for future progress review and updating.**
- Careers advisers/counsellors/case managers can use Career Solutions **SETUP and Career Development Tracker programs to monitor progress.**

Technical Requirements

System requirements: Windows 95, 98, NT4.0, Me, 2000, XP or upward versions. It runs on most networks. We recommend a minimum of a Pentium 333, 50 MB disk space, 64 MB RAM, or similar capacity Apple with Mac OS running Virtual PC and Windows.