

## Daily Action Plan

<b>Objectives</b> (list of goals)	<b>Tasks</b> (what you need to do to achieve the goals)	<b>Success Criteria</b> (How will you identify progress)	<b>Resources</b> (who or what will assist you complete the tasks)
<i>Continue work on Project A and get closer to completion</i>	<ul style="list-style-type: none"> <li>• <i>Developing action items for the days leading up to the submission.</i></li> <li>• <i>Formulating a to-do list to attend to all the necessary tasks for the day.</i></li> <li>• <i>Running the plan by my supervisor to elicit feedback and set up accountability.</i></li> </ul>	<i>Will take 10 minutes at the end of the work day to evaluate progress on the action items and the to do lists. Will recalibrate the next day's to do list accordingly</i>	<ul style="list-style-type: none"> <li>• <i>Will need assistance and feedback from my supervisor.</i></li> <li>• <i>Input from fellow colleagues on my team</i></li> </ul>

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