

## **Benefits of using an action plan**

- identifies things that you need to do to achieve a goal
- breaks one big task down, into small more manageable tasks
- help you to think about what you need to do
- help to identify any assistance or resources needed
- monitors progress
- allows you to identify whether the plan is yielding the required results
- identifies timelines
- help to ensure the implementation of a new or modified administration is successful
- acts as a written instruction guide/ record for all relevant staff