University of Phoenix Material

Personal Action Plan

An action plan is a detailed, step-by-step plan for accomplishing an identified goal. Complete your personal action plan by answering the questions below. Refer to the program outcomes as a guide while answering your questions.

**Program Outcomes**

* 1. Graduates will be able to identify the structure and role of delivery systems within the health care industry.
  2. Graduates will be able to examine the components of management and leadership within health care organizations.
  3. Graduates will be able to analyze the utilization and application of technology within a health care organization.
  4. Graduates will be able to examine the application of risk and quality management concepts in the health care industry.
  5. Graduates will be able to examine the impact of legal and regulatory requirements on the delivery of health care.
  6. Graduates will be able to explore financial and economic issues in the health care industry.

**Part I**

A personal action plan is a plan you develop to meet personal goals. Instead of focusing on a career goal, consider the personal goals that might help you eventually meet your career goal, or think of goals you want to accomplish for personal satisfaction. These often relate to education or professional development, aside from the focus of your chosen career. In developing a personal action plan, you will look at your personal strengths and weaknesses and your ability to think strategically, and you will identify the goals you want to achieve. Answer the following questions to help you prepare for your action plan.

* Based on the program outcomes listed above, your program reflection from Week Two, and your program questionnaire from Week One, what would you identify as your greatest strengths?
* Based on the program outcomes listed above, your program reflection from Week Two, and your program questionnaire from Week One, what would you identify as areas you need to improve?
* How do you feel you have accomplished the ability to strategize and critically think during the course of your program?
* How have your ethical and personal perspectives evolved since you started this program?
* Based on your answers above, identify at least three areas where you can improve by setting a personal goal. Use these areas to create your goals in Part II of this worksheet.

Part II

Generate your action plan by completing the table below. Identify at least three goals you would like to meet with this action plan. Research action plans on the Internet for help in completing this table.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Goal | How will I accomplish this goal? | Who needs to be involved? | When will it be done? | What resources are needed? | What obstacles may arise? | How will I overcome these obstacles? |
| Example Goal | I want to better understand the role technology will play in the future of health care. | I will read trade journals and magazines and talk to people in different positions in health care. | Myself and those I interview. | It will really be ongoing, but the initial phase should be done in 6 months, by June 15, 2011. | I need to join some trade organizations in order to read their articles. I also need to find people in different health care careers to interview. | People may not have an opinion or their opinions may differ from the trade journals. I might have a hard time finding journals or magazines. | I think developing really detailed questions and being consistent will help. Also, I might have to contact trade organizations to ask for help. |
| Goal 1 |  |  |  |  |  |  |  |
| Goal 2 |  |  |  |  |  |  |  |
| Goal 3 |  |  |  |  |  |  |  |
| Goal 4 |  |  |  |  |  |  |  |