Outline of an action plan as part of the Effective Reflective Practice cycle

* + Include a clear representation of your desired outcome.
  + Specify the actions needed for your outcome to be achieved (it can be helpful to begin each activity with a verb to emphasise the need to take action).
  + Identify who else will need to be considered (e.g. a client, other people with a stake in the outcome and/or colleagues who can provide you with specified areas of support).
  + Set out a timescale outlining the sequence of activities and their prioritisation.
  + Determine an end date for the achievement of your desired outcome.
  + Highlight critical milestones along the way that will help to check you are on track.
  + List the resources you will need in order to implement your plan.