

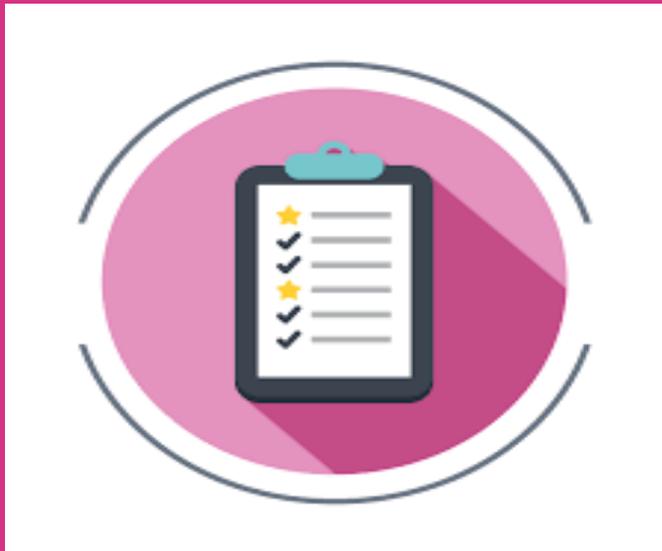


# STEP 3. ACTION PLAN

An action plan is the third step of effective networking which helps in reaching the destination or achieving the goals.

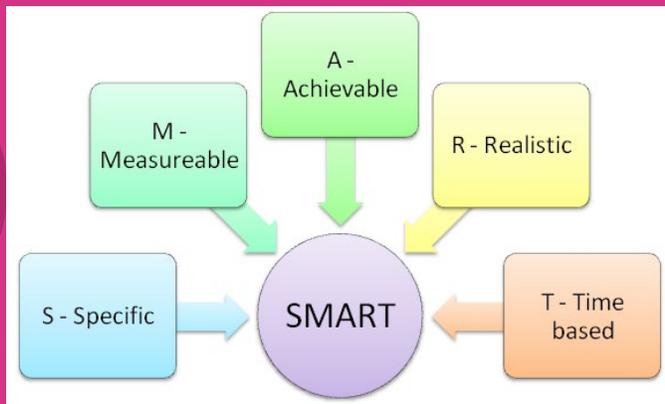


# NETWORK ACTION PLAN (NAP)



A Network Action Plan (NAP) assists in accomplishing goals by identifying the people and creating contacts with them. NAP is a living document, and it should grow and change at different stages towards the destination.

# FLEXIBLE, RATIONAL, REALISTIC



- An action plan should not be rigid but rather it should be flexible, rational and realistic. In that way, the NAP can be easily implemented.
- An action plan is a checklist for the steps or tasks you need to complete in order to achieve the goals you have set.

# ACTION PLAN IS A PROCESS

Action planning is a process which helps to focus on ideas and decide what steps need to be taken to achieve the particular goals.

The action plan will relate to the tasks that have to be achieved and is linked to the reflective log and evaluation/review



# STATEMENT

- An action plan is a statement of what you want to achieve over a given period of time.
- Preparing an action plan is a good way to help you to reach your objectives and develop effectively.



# BENEFITS OF AN ACTION PLAN

**Clear direction:** It gives a clear direction. As an action plan highlights exactly what steps need to be taken and when they should be completed, you know exactly what you need to do.

**Motivation:** Having your goals written down and planned out in steps gives you a reason to stay motivated and committed throughout the project.

**Track the progress:** With an action plan, you can track your progress towards your goal.

**Prioritise the tasks :** Since you list down all the steps you need to complete in your action plan, it will help you prioritise your tasks based on effort and impact.