

## Action Plan Worksheet

Congratulations on completing the mini course on developing your strengths, skills, and expertise as an HR freelancer! This worksheet will guide you in creating a clear and actionable plan based on everything you've learned. Take your time to reflect on each section and develop an action plan that aligns with your goals.

### 1. Reflect on Your Strengths

List the top 3 strengths you identified during the mini-course. These could include areas where you feel most confident or where you've received the most positive feedback.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

### 2. Define Your Key Skills

Identify the key skills you will leverage as an HR freelancer. Focus on both technical and soft skills that will set you apart and add value to your clients.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

### 3. Determine Your Expertise Areas

Based on your strengths and skills, outline 2-3 areas of expertise you will focus on as a freelancer. Consider areas where you can offer specialized services.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

### 4. Set Your Goals

Set 2-3 goals related to your freelancing journey. Be specific and make sure your goals are measurable and time-bound.

1. \_\_\_\_\_ (e.g., I will acquire 3 new clients within 3 months)
2. \_\_\_\_\_
3. \_\_\_\_\_

### 5. Action Steps to Achieve Your Goals

For each goal, list the action steps you will take to achieve it. Break down each goal into smaller tasks that are manageable and achievable.

Goal 1: \_\_\_\_\_

Action Step 1: \_\_\_\_\_

Action Step 2: \_\_\_\_\_

Action Step 3: \_\_\_\_\_

Goal 2: \_\_\_\_\_

Action Step 1: \_\_\_\_\_

Action Step 2: \_\_\_\_\_

Action Step 3: \_\_\_\_\_

Goal 3: \_\_\_\_\_

Action Step 1: \_\_\_\_\_

Action Step 2: \_\_\_\_\_

Action Step 3: \_\_\_\_\_

### 6. Timeline and Accountability

Create a timeline for each goal and specify deadlines for each action step. Identify who or what will hold you accountable for achieving these goals.

Goal 1 Timeline: \_\_\_\_\_

Accountability Partner or Tool: \_\_\_\_\_

Goal 2 Timeline: \_\_\_\_\_

Accountability Partner or Tool: \_\_\_\_\_

Goal 3 Timeline: \_\_\_\_\_

Accountability Partner or Tool: \_\_\_\_\_

### 7. Review and Adjust

Commit to reviewing your progress regularly. Adjust your action plan as needed to stay on track towards achieving your goals.