



## Triggered Action Planning – Job Aid

Developed by Will Thalheimer, PhD. President of Work-Learning Research, Inc.  
*Bringing Practical Research-Based Insights to the Workplace Learning-and-Performance Field*  
 Website: [work-learning.com](http://work-learning.com). Blog: [willatworklearning.com](http://willatworklearning.com) Phone: 888-579-9814

### Instructions

<b>GOAL</b> What goal do you have for putting the learning into practice?	<b>SITUATION</b> What situation will you be in when the need for a goal-related action arises?	<b>ACTION</b> What specific action will you take when you enter the situation?
<b>Example:</b> I will initiate a change initiative to increase creativity within my work team.	<b>Example:</b> The most important situation will be in my first staff meeting upon returning next week.	<b>Example:</b> I will share the 7-point creativity checklist and ask my team to begin work on items 1-3.
<b>Goal #1</b>	<b>Situation #1</b>	<b>Action #1</b>
	<b>Situation #2</b>	<b>Action #2</b>
<b>Goal #2</b>	<b>Situation #1</b>	<b>Action #1</b>
	<b>Situation #2</b>	<b>Action #2</b>

