

**Effectiveness Wheel
Action Planning Pro-forma**

Where does responsibility for bringing about change in each of these areas lie? Tick ✓ the box(es) as appropriate:	Company?	Department or Team?	Me?	Actions
1. Understanding personal effectiveness				
2. Setting and achieving SMARTER goals				
3. Identifying core activities				
4. Identifying core roles and responsibilities				
5. Planning and prioritising				
6. Using implementation tools				
7. Planning my time				
8. Delegating				
9. Attending effective meetings				
10. Being personally organised				
11. Controlling interruptions				
12. Communicating with others				
13. Working away from the office				
14. Avoiding procrastination				
15. Getting the best from email				
16. Maintaining energy levels				
17. Focusing and concentrating				
18. Coping with change				
19. Feeling in control by managing time				
20. Achieving work / life balance				