

Exercise 4: Action plan

Write a list of the ten aspects of your current post you feel most strongly about, with a one-word title. This may be a major functional element of your job, or a small task that excites a reaction (foreboding or anticipation).

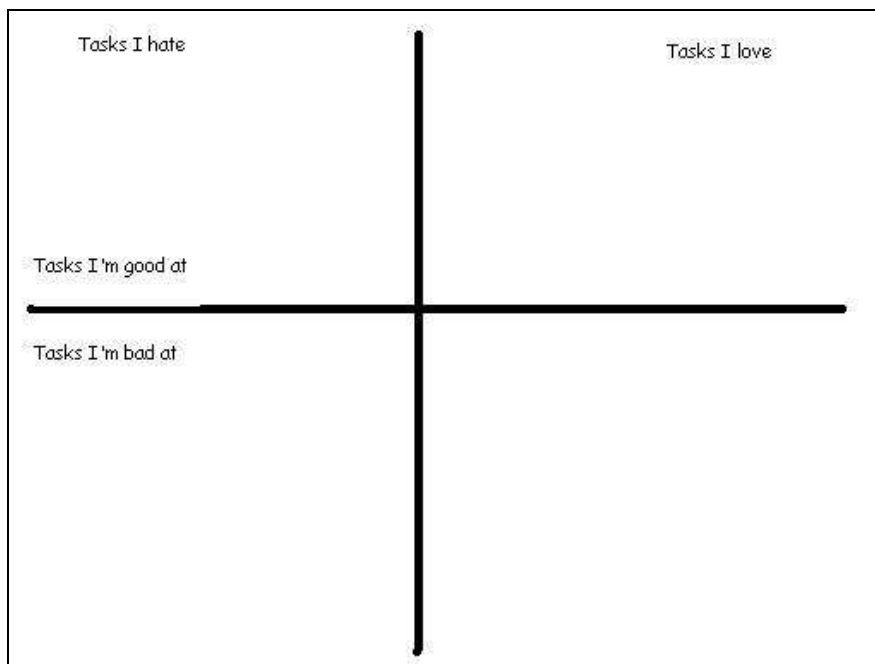
It is quite likely that the things that bother or please you the most are 'soft' skills like interpersonal relations, which tend to fall through the gaps in job-focused training.

Go through the list putting between one and three ticks against those you enjoy, and crosses against those you dislike.

The next stage may require external input (where your buddy/mentor might help, or your last performance appraisal), since you now want to try to decide how effective you are at those tasks, independent of whether you like doing them.

Assign ticks and crosses as before, with a different colour pen. (Note that the number of ticks is not crucial and it is pointless to obsess over precise measurement).

Now write onto the grid your ten tasks in the correct position.



Grid for Love/hate map

The tasks in the lower half are the ones which need action. To prioritise them, you should now circle those tasks which are most central or frequent in your work.

Any circled tasks in the bottom left box need to be looked at first; next would be circled tasks in the bottom right box.