GuardingMinds @ WORK

GM@W Action Planning Worksheet

Name: _____

Position: _____ Date: ____/____/____

PF11: BALANCE

OBJECTIVE: A work environment where there is recognition of the need for balance between the demands of work, family and personal life.

PF11 GM@W Survey Results

PF11 GM@W Survey Score: _____ (5 to 20) Date administered: ____/____/____

☐ SERIOUS CONCERNS	☐ SIGNIFICANT CONCERNS	☐ MINIMAL CONCERNS	☐ RELATIVE STRENGTHS

PF11 GM@W Organizational Review Results

PF11 GM@W Organizational Review Score: _____ (5 to 20) Date administered: ____/____/____

☐ SERIOUS CONCERNS	☐ SIGNIFICANT CONCERNS	☐ MINIMAL CONCERNS	☐ RELATIVE STRENGTHS

Serious Concerns = 5 to 9 Significant Concerns = 10 to 13 Minimal Concerns* = 14 to 16 Relative Strengths** = 17 to 20

* Although this is a Minimal Concern, it is important to attend to it and review the GM@W Organizational Review Results and the GM@W Survey Results for any additional or individual-identified areas of concern.

** Although this is a Relative Strength, it is important to review the GM@W Organizational Review Results and the GM@W Survey Results for any additional or individual-identified areas of concern.

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	Selected Action(s) (What exactly are you planning to do?)	**Starting Date** (What is a realistic date to begin?)	**End Date** (Is the action ongoing or will it end? If so, when?)	**Action Team** (Who is involved? Be specific.)	**Indicator(s)** (What changes do you expect to result from this Action?)	**Evaluation Date** (When will you determine if the Action was successful?)
Action Priority 1:						
Action Priority 2: *(if applicable)*						
Action Priority 3: *(if applicable)*						

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