

Learning Action Plan

A research-based tool to convert learning into on-the-job performance.



Your Name:

Program Name:

The top 2-3 things I will use from this program are:

(Not everything you learned; just the highest-value behaviors.)

- ...
- ...
- ...

My “Why”. I will use these skills because:

(Think: What matters to me about using these skills?)

- ...
- ...
- ...

I will use these skills when I:

(Specific situations, customers, meetings, tasks, or problems.)

- ...
- ...
- ...

Within 5 days, I will:

(activating your new skill at the earliest opportunity increases chances of it being used long-term.)

On Date:

- ...
- ...
- ...

I will handle obstacles by:

(What might get in the way? How will I handle it?)

Possible obstacles:

How I'll overcome them:



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