

Federal Training Academy's Method of Action Planning (MAP)

You

*Engaged
in Your
Success*

FTA



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Individual Action Plan for Career Success

Habit Forming Research & the FTA Challenge

Habit forming research conducted by Phillippa Lally, provides insights on the amount of time it takes to fully form a new habit. She discovered the range of time for someone to form a habit is 18-254 days. While the range of time varies largely between individuals, Lally found an average time of 66 days to form a new habit.

In 2014, Pam Mueller and Daniel Oppenheimer researched the effectiveness of handwriting vs. typing notes. According to their research, handwriting overwhelmingly surpassed typing because “writing by hand is slower and more cumbersome than typing, and students cannot possibly write down every word in a lecture. Instead, they listen, digest, and summarize so that they can succinctly capture the essence of the information.” We might not be able to capture the spoken word entirely while handwriting, unlike with typing, but because we can’t, we are required to understand and process the information relayed to us on a deeper level. It requires us to create our own understanding and links within the material, which is what we note on our papers, resulting in a more retentive memory and application of skills. While we are not suggesting you exhaust your hands to write throughout an entire session as we share knowledge and skills, we do recommend you handwrite key points and highlighted material.

We understand it is unrealistic to ask you to read your notes for 254 days, but we hope you will accept our Federal Training Academy (FTA) challenge.

Challenge: We suggest you consolidate all of your notes and lessons learned from the session, and commit to reading your notes once every workday, at the start of each workday, for one month. Add this to your work schedule, and make the process enjoyable with a morning snack and beverage/coffee/tea/smoothie/etc.

Use the FTA Method of Action Planning (MAP) and continue to set new goals, add to your support network, and gather new learning resources. If you ever have any questions, please feel free to contact us at info@federaltrainingacademy.com.

We wish you the very best on your career development journey, and remember FTA remains ***Engaged in Your Success***.



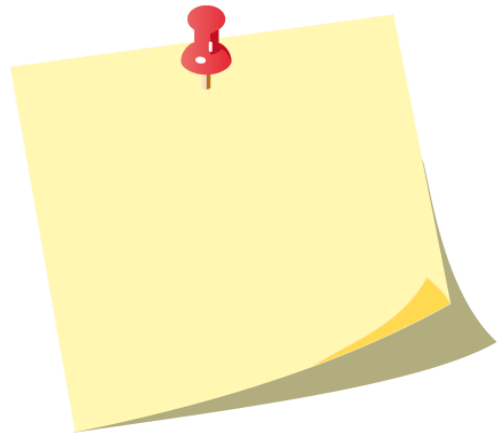
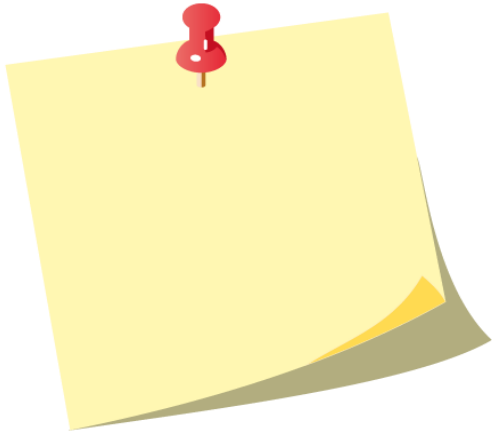
Individual Action Plan for Career Success

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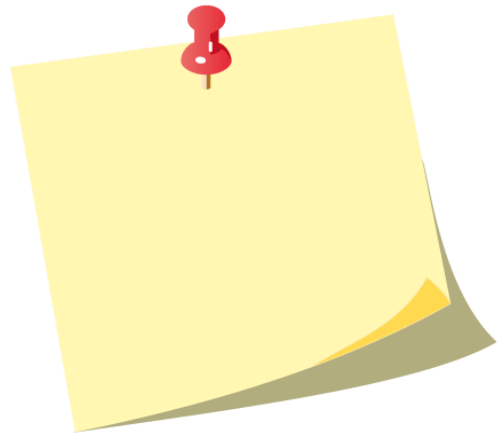
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Individual Action Plan for Career Success



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“Rewiring
your brain
requires
repetitive
actions.”

Saranne Durham

“Familiarize yourself
with your own
blockers now so that
you can quickly
identify and manage
them when they
arise later on,
because they will.”

Vengoechea

“Taking notes by hand
forces the brain to
engage in some heavy
“mental lifting,” and
these efforts foster
comprehension and
retention.”

Pam Mueller and Daniel Oppenheimer



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Habit Forming

- Set a goal.
- Create action steps to accomplish your goal. Complete the Goal Chart.
- Make a schedule. Set aside a regular time in which you are going to practice the action you want to make a habit. Add the actions to your Extended Learning Schedule.
- Prepare for roadblocks.
- Use temptation bundling. Take an activity you enjoy and add the activity you are trying to turn into a habit; that's temptation bundling! Do both actions at the same time. Temptation bundling is a habit forming technique coined by researcher Katie Milkman and helps habit forming by allowing people to have instant gratification from the enjoyable activity while completing the less enjoyable but necessary action.

SMART and FAST Goals⁶

Is the goal:

- Specific
- Measurable
- Attainable
- Relevant & Results-oriented
- Time-bound

Does the goal meet the following guidelines?

- Frequently discussed
- Ambitious in scope
- Specific metrics and milestones
- Transparent

Job-related goals should be aligned with strategic priorities and allow for course corrections (or micro-adjustments). Although some people believe one method is better than the other, we suggest using both methods to ensure solid **goal-setting for goal-getting!**



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Goal Chart

Goal/Objective/Target:

Priority & Deadline <ul style="list-style-type: none">• High (H)• Medium (M)• Low (L) Add the due date.	Action Steps/Tasks	Notes <ul style="list-style-type: none">• Resources• Desired Results• Actual Results



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Extended Learning Schedule

How much time am I willing to invest in solidifying the lessons?

Timeframe	Actions
1 week	
2 weeks	
1 month	
3 month	
6 month	
1 year	



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Prepare for Roadblocks

Think about why you currently don't complete an action. What is stopping you?

- Fear
- Shame
- Lack of time

List your roadblocks:

Keep yourself accountable. Often, if you share your goals with others, you're more inclined to commit to the goal and accomplish it.

Find a support group that will encourage you and push you to achieve your goal. ***Use the Lifelong Learners worksheet.***

There will be ups and downs that may make you feel off track, but that is completely normal when you are trying something new. ***Use Federal Training Academy's MAP, and develop your "Individual Action Plan for Career Success."***



Individual Action Plan for Career Success

Lifelong Learners

Connect with other Lifelong Learners. These are the people in your support network, including core mentors, coaches, colleagues, etc.

Name	Contact Info	Notes
Federal Training Academy	Info@FederalTrainingAcademy.com Call: (703)300-7647	Attended training

Please contact FTA if you would like to be part of our growing network of gifted learners where we provide opportunities to connect.



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Helpful Sources

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5. Lally, P. (2009, July 16). *How are habits formed: Modelling habit formation in the real world*. Citeseerx. Retrieved 2021, from <http://citeseerx.ist.psu.edu/viewdoc/download?doi=10.1.1.695.830&rep=rep1&type=pdf>.
6. Martin, J. (2020, December 10). *With Goals, FAST Beats SMART*. – MIT Sloan Management Review. Retrieved 2021, from <https://sloanreview.mit.edu/article/with-goals-fast-beats-smart/amp>.
7. Milkman, K. L., Minson, J. A., & Volpp, K. G. M. (2014, February). *Holding the hunger games hostage at the gym: An evaluation of temptation bundling*. Management science. Retrieved 2021, from <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC4381662/>.
8. Mueller, P. A., & Oppenheimer, D. M. (2014). The Pen Is Mightier Than the Keyboard: Advantages of Longhand Over Laptop Note Taking. *Psychological Science*, 25(6), 1159–1168. <https://doi.org/10.1177/0956797614524581>

Insert Additional Resources:

- Visit FTA’s resource library at www.FederalTrainingAcademy.com.
- Visit FTA’s social media sites for weekly resources.
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