Action Plan

Artificial Intelligence: Preparing Your Career for AI

**Purpose:** To develop an action plan to help you prepare your career for AI.

**Instructions:** First, you will identify the problem, your overall goal, and your criteria for success. Next, you will list your strengths and weaknesses. Then you will identify the high-level steps necessary to complete your goal. Finally, you will provide details for each step that are (SMART) specific, measurable, actionable, realistic, and timely.

**Note:** Please see the example action plan for an sample of what a finished action plan should look like.

**Problem:** [Describe the problem that you are trying to solve]

**Overall Goal:** [Describe the goal that you wish to achieve]

**Success Criteria:** [Describe how you will know when you’ve completed your goal]

**Why?:** [Describe why is this goal is important to you or what will motivate you to achieve your goal]

**Strengths:**

* [Describe what will help you achieve your goal]
* [Strength #2]
* [Strength #3]

**Weaknesses:**

* [Describe what is preventing you from achieving your goal]
* [Weakness #2]
* [Weakness #3]

**Steps:**

1. [Describe your first high-level step towards completing your goal]
2. [Step #2]
3. [Step #3]
4. [Step #4]
5. [Step #5]
6. [Step #6]
7. [Step #7]
8. [Add as many high-level steps as you need to complete your goal]

**1. [Name of Step #1]**  
Why: [Describe why this step is important or how it will help you achieve your goal]  
How: [Describe how you will complete this step or name the resource you will use]  
Where: [Provide a URL to the resource you will use to complete this step]  
When: [Provide a realistic due date for completing this step]

**2. [Name of Step #2]**  
Why: [Describe why this step is important or how it will help you achieve your goal]  
How: [Describe how you will complete this step or name the resource you will use]  
Where: [Provide a URL to the resource you will use to complete this step]  
When: [Provide a realistic due date for completing this step]

**3. [Name of Step #3]**  
Why: [Describe why this step is important or how it will help you achieve your goal]  
How: [Describe how you will complete this step or name the resource you will use]  
Where: [Provide a URL to the resource you will use to complete this step]  
When: [Provide a realistic due date for completing this step]

[Repeat the above block of text for each step towards achieving your goal]