

Seven P Planning:

Proper prior planning prevents pitifully poor performance.

1. Consider the task.
2. Consider the resources.
3. Consider the alternatives (what is Plan B? What are emergency procedures?)
4. Reach a decision. Delegate responsibilities.
5. Write down the Plan. The act of writing down an action plan may cause it to be revised or refined.
6. Put the plan into action.
7. Evaluate. As each step is taken, it is evaluated against the previous step to assure that the original task is still being considered.