



Operation Entrepreneur

Skilled veterans. Confident entrepreneurs.

Action Log

Keeping track of the steps you take towards accomplishing your goals is important. As you complete actions, record your progress and lessons learned. In addition to helping you stay focused, this process helps to create a “cheat sheet” of your best practices and create a visual record of your progress for when you need motivation.

Action log	Date
What goal are you contributing to?	
What action did you take?	
What was the outcome? What went well? How did you feel? Did you make any assumptions? Was the goal realistic? What did you learn?	
What is your next step?	

Adapted from "Radical change in the world of work" by Alberta Human Resources and Employment