

LEARNING AGENDA TEMPLATE

I. PURPOSE

By building your own Learning Agenda, you can crush your goals with focused effort.

II. CREATING THE AGENDA

To create your agenda, you'll first identify your specific goal and outcome. Next, you'll identify all of the changes that should happen as you work to reach your goal. Once you know what changes need to happen, you'll define the activities that you can do to drive those changes. You'll also note anything you may need in order to get started on those activities. Finally, you'll identify what changes you can expect after you've completed each series of activities.

III. ACTIVITY DURATION

This activity could take you anywhere from fifteen minutes to an hour depending on the complexity of your goals.

IV. HOW TO USE THE TEMPLATE

You'll learn more about your topic as you move through your own agenda, so treat this as a living document. Plan to open it up at regular intervals, review your progress and make additions as necessary. You'll find the Learning Agenda on page 2 of this document. You'll find comments and examples along the way.





V. THEN, DO THE WORK

Once you've created your learning agenda, you must do the work. As you complete each your activites, check back to see if you're hitting your output targets. If you are, you should also see that you're moving those leading indicators. If not, your plan may be missing a detail or two. You may need to add more activities to hit your output targets. Do the right work, and you'll make progress!



Goal Statement: Example: Perpetual travel by sea. 

Outcome Statement: Example: To be a competent, well-adjusted liveaboard sailor. 

Leading Indicators	Activities	Inputs/Resources	Outputs
<i>Example: Improve boat handling skills</i> 	<i>Docking a boat under varied conditions</i> <i>Spinning in tight quarters</i> <i>Tying a variety of knots</i> <i>Emergency protocol</i> <i>Anchoring</i> 	<i>Power boat</i> <i>Instruction</i> <i>Practical experience</i> 	<i>Independent boat usage</i> 

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Outcome Statement:

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