Action steps are activities that support your ability to expand your knowledge or skills. These steps are developmental, helping you to prepare for growth opportunities. They include but are not limited to:

- Receiving 360 degree feedback from your manager, colleagues, or customers
- Shadow a supervisor, manager or colleague in a role which you’re interested
- Becoming chair or a member of a project or task-force
- Cleaning-up an internal “mess”
- Asking for coaching or a mentor relationship from a supervisor or manager
- Coordinating or managing an event or presentation
- Developing a plan to improve in your weaker areas
- Stepping up to new assignments you normally might not work on
- Planning and implementing a new program, service, or system
- Cross-training with a colleague in a position or department you’re interested in
- Suggesting changes based on customer needs
- Teaching others a skill or process
- Volunteering to act as resource for a campus event
- Working to bring together a process-improvement team