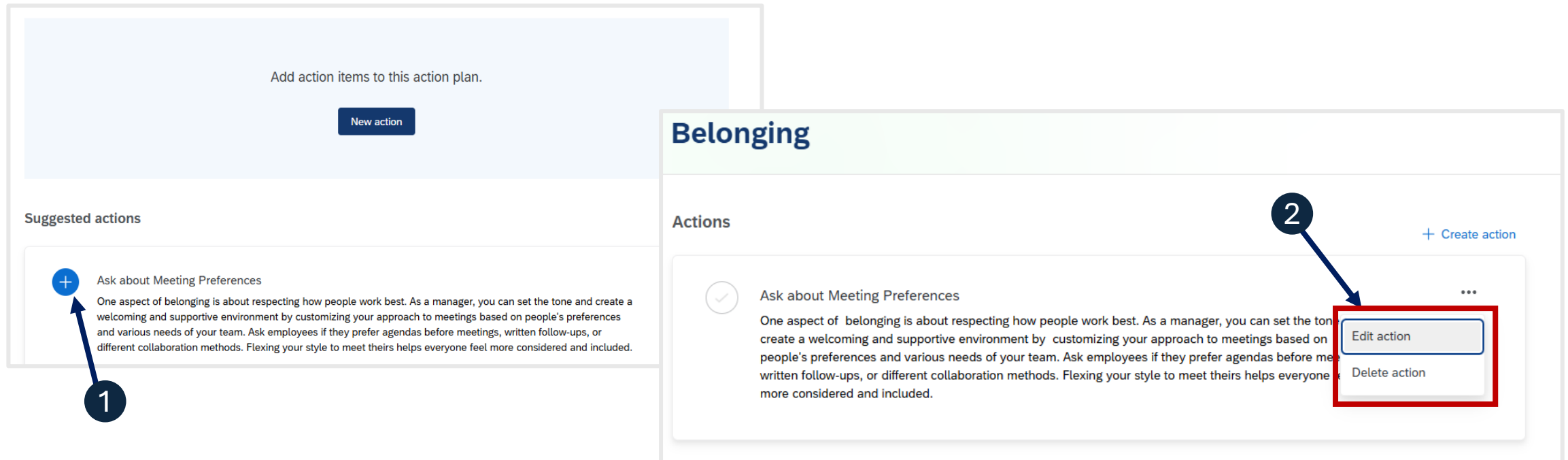


# Reviewing Suggested Actions and Adding them to your Plan

There are suggested actions for each question and category with an **Improve** button.

1. To add a suggested action to your plan, click the **blue circle** with the plus sign next to the suggested action. It will then be added to your plan.
2. Once the action is added to your plan, you can edit it by clicking the three dots in the upper-right corner of the action to open the menu and then clicking **Edit action**.

**NOTE:** See the [Creating an Action Plan QRC](#) for more on editing the action.



The screenshot displays the 'Employee Experience Survey' interface. On the left, a light blue box titled 'Add action items to this action plan.' contains a 'New action' button. Below this, the 'Suggested actions' section lists 'Ask about Meeting Preferences' with a blue plus icon in a circle, labeled with a blue arrow and the number '1'. On the right, the 'Belonging' category is shown. Under the 'Actions' heading, the same 'Ask about Meeting Preferences' action is listed with a checkmark icon. A blue arrow labeled '2' points to a three-dot menu in the top right corner of this action card. This menu is open, showing 'Edit action' and 'Delete action' options, which are highlighted with a red rectangular box.