

Action Planning

Reaching your goals take strategic planning!

Use the following worksheet to help you break down your goals into achievable steps and bench marks.

My Goal:

*Specific*Measurable*Attainable*Realistic*Timely*

How will I achieve my goal?

Specific projects, events, roles, courses, meetings

Who can assist/support me? How?

Allies, motivators, connections, experts

What is my timeline?

Important dates, deadlines, short term deadlines

What challenges/obstacles might I face?

How will I address these challenges? How can I prepare for these challenges? Who can help me?

Evaluation

How will I know when I have achieved my goal? How will I measure success?