

Action Plan

Name: _____ Date: _____

Set a Goal	
Write a goal that is <u>S</u> pecific, <u>M</u> easurable, <u>A</u> ction-oriented, <u>R</u> ealistic, and <u>T</u> imed (S.M.A.R.T.). Use additional sheets for additional goals as needed.	
Define an Action Plan	
What will you do differently so that you know that you are making progress toward your goal?	
Time Frame:	Frequency:
I will do this: (when, where, with whom?)	
Challenges to Your Success	
Situations that can prevent you from achieving this goal.	
Steps I will take to overcome these challenges. (What has been helpful in the past?)	
On a scale of 1 to 10, how sure are you that you can make these changes?	
If less than 7, what would it take to bring your confidence level up (who, what, when)?	
Additional Features	
Further plans of action that will improve your success.	
To track my progress on this plan, I will keep record of:	
I will get assistance to: (describe)	I will ask: (name the person)
My Incentive	
In addition to my Lucky S.T.A.R.s Top 10, one special thing that will keep me focused on accomplishing this goal is:	