



Action Plan Template
(use the blank template below)

NAME:

START DATE:

END DATE:

<p>GOAL What is it that you will achieve by taking the steps in this plan over the next six months? Be specific about the behaviors and outcomes so you will be able to measure your success. Make it SMART (specific, measurable, action-oriented, realistic and timebound).</p>		
<p>MOTIVATION Fill in your motivation here. Why is this goal important to you? What are you hoping to get or achieve by completing this goal? <i>Focusing on why you are working towards a goal provides powerful motivation for staying on track.</i></p>		
<p>OBSTACLES Identify the obstacles that you think could stand in your way to achieving this goal.</p>	<p>RESPONSES For each obstacle that you identify, record your response. If these obstacles get you off track, how can you get back on track again?</p>	
<p>RESOURCES Where can you turn if you get stuck? Are there people, websites, books or other resources that can support you in taking actions to reach your goal.</p>	<p>ACTION STARTERS Speed bumps might arise as you progress toward your goal. List two or three ways you can get going again if you feel your momentum slipping away before you reach the finish line.</p>	
ACTION STEPS	TIMING	PROGRESS/OUTCOMES
List each of the action steps that you need to take to reach your goal.	The date the action should be implemented/started	Describe how well the action is going/turned out once complete.
<p>MINI GOALS & MILESTONES Set progress-makers. While you can check off each action step as you complete it, think of other ways to make formal note and or recognize your achievements so you know you are really making progress.</p>		



MY ACTION PLAN TEMPLATE

NAME:

START DATE:

END DATE:

GOAL		
MOTIVATION		
OBSTACLES	RESPONSES	
RESOURCES	ACTION STARTERS	
ACTION STEPS	TIMING	PROGRESS/OUTCOMES
MINI GOALS & MILESTONES		