

Action Plan

Name:
Period:
Date:

Goal:

(Write a complete sentence which specifically states what you want to accomplish. Include the time frame.)

Prove that you have written a SMART goal:

S (Is your goal specific enough?)

M (How can you measure your goal?)

A (What actions will you do?)

R (Can you really do it?)

T (Do you have enough time?)

Write your step-by-step action plan:
List everything you must do to accomplish your goal.

1.

2.

3.

4.

5.

6.

7.

What things might keep you from accomplishing your goal?
What would you do about them?

1.

2.

3.

