



My Action Plan

Date: _____

Top 3 Goals

Goal #1 _____

Deadline: _____

Things to do in order to reach goal (objectives):

Goal #2 _____

Deadline: _____

Things to do in order to reach goal (objectives):

Goal #3 _____

Deadline: _____

Things to do in order to reach goal (objectives):

Tips for S*M*A*R*T Goal Setting:

Specific- Answers who, what, why, where, when?

Measurable- Answers how often, how much?

Attainable- Do you have the right attitudes, abilities, skills and financial means?

Realistic- Are you willing and able and is it possible?

Time bound- What are the concrete deadlines for the objectives and ultimate goal?

NOTES: