Answer the questions in each box below and use your answer to help you fill out the action plan on the next page.

|  |  |
| --- | --- |
| **S** | **SPECIFIC:** What am I going to do? Why is it important to me? |
| **M** | **MEASURABLE:** How will I measure my success? How will I know when I have achieved my goal? |
| **A** | **ATTAINABLE:** What will I do to achieve this goal? How will I accomplish this goal? |
| **R** | **RELEVANT:** is this goal worthwhile? How will achieving it help me? Does this goal fit my values? |
| **T** | **TIME-BOUND:** When will I accomplish my goal? How long will I give myself?  |

Action Plan

# My goal is:

|  |  |
| --- | --- |
| **Date To Finish** | **How will I measure my success?** |
|  |  |

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| --- | --- | --- |
| **Steps to achieving my goal** | **Time estimate** | **Completion date** |
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| --- | --- |
| **Obstacles that may arise** | **How I will respond** |
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| --- | --- |
| **Helpful Tools** | **Helpful Resources** |
|  |  |
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