



Action Plan Template

Step 1:

What Goals Do I want to Achieve:

- 1.
- 2.
- 3.
- 4.
- 5.

Step 2:

Out of all goals, identified, this one is the most important/ resonates the most to me:

Step 3:

How long will it take me/By When do I want to achieve this goal: _____

Do I commit 100% to achieve this goal: ☐ YES ☐ NO

Reward I will give to myself once I achieved this goal: _____

Step 4:

Strengths I have that can help me to achieve this goal:

- 1.
- 2.
- 3.

Step 5:

Things I choose to start doing and stop doing which will help me to achieve my goal:

START DOING	STOP DOING
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.

Step 6:

Which actions do I need to take to achieve this goal?

Action 1:

Action 2:

Action 3:

Action 4:

Action 5:

Step 8:

Who can help me to achieve this goal faster?

Step 9:

My progress (Repeat Quarterly)

What's working well (my accomplishments)	What do I need to change (improve)