**Instructions.** An **Action Plan** outlines the steps and strategies needed to achieve the specific goals. An effective Action Plan:

1. Includes clearly defined SMART goals.
2. Lists the steps or strategies needed to achieve each goal.
3. Sets deadlines for when each strategy needs to be accomplished.
4. Uses a timeline or chart to monitor progress.
5. Considers possible challenges or barriers, and proactively brainstorms ways to deal with or address them.

Identify how you will achieve your SMART goal. Specifically, develop the steps or strategies needed to achieve your goal, as well as specific deadlines for when each step needs to be completed.

**My Action Plan**

*Ask yourself: What do I need to do to accomplish this goal?*

|  |  |  |  |
| --- | --- | --- | --- |
| **Steps** | **Target Completion Date** | **Possible Conflicts/Barriers** | **Solutions to Conflicts/Barriers** |
| 1.

1.

1.

1.
 |  |  |  |

****