



ACTION PLAN

THIS ACTION PLAN WORKSHEET IS DESIGNED TO GUIDE YOU IN SETTING GOALS USING THE SMART METHOD AND BREAKING THEM DOWN INTO MANAGEABLE TASKS TO HELP MAINTAIN MOMENTUM. YOU CAN REPEAT EACH OF YOUR GOALS AND UPDATE THEM AS YOU COMPLETE THE TASKS.

Goal	Specific Who, what, why, where?	Measurable How much, often, many?	Attainable Achievable?	Relevant Relevant to your vision?	Time Based When?

What three small things can you do right away to move you closer to your goal?

TASK 1

TASK 2

TASK 3

