

GOAL ACTION PLAN

As the old saying goes, failing to plan is planning to fail. Following is a step by step Action Plan that will

- help you set a clear path to follow
- help you achieve your targets one by one
- ensure that you achieve your goals each semester

The key is to complete an Action Plan for each of your goals.

Goal - What it is that I want to achieve?

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Starting Target - What is a short term target that I can do to get me moving?

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Purpose - Why do I want this to happen?

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Benefit - What rewards will achieving this goal bring me?

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Disadvantage- How will I be affected if I do not achieve this goal?

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Decision - Is my goal SMART? Any changes needed?

Specific Measurable Achievable Realistic Timebound

Needs

From me - What skills do I need?

- How can I learn these skills?

From others - What help do I need from others?

- How and when will I approach them?

Information - What information do I need?

- How and where will I find it?

Actions - What do I need to do and in what order?

WHEN

1.

2.

3.

4.

5.

"If I had nine hours to cut down a tree, I would spend six hours sharpening my axe" Abraham Lincoln