

## ACTION PLAN



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| <b>My Values:</b><br><i>(what's important to me)</i>   |  |
| <b>Personal Vision Statement:</b><br><i>(big picture/compass/jigsaw box)</i>   |  |
| <b>SMART Goal:</b><br><i>(break it down)</i>   |  |
| <b>Possible obstacles/challenges:</b><br><i>(Interferences)</i>  |  |
| <b>Solutions for progress:</b><br><i>(Boosters)</i>  |  |
| <b>Starting point and How my Success will be measured:</b><br><i>(how I feel about myself, my progress on tasks, sense of achievement)</i><br><i>Scaling; zero/0 to 10</i> |  |

I, \_\_\_\_\_, take personal responsibility for embracing and creating change in my life. I will begin this Action Plan and see it through until the end.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## FOCUS sheet for ACTIONS



List your tasks and actions below; use ACTION words (explore, research, send, create, prepare, visit, talk, get, write, read, etc.), and set a realistic deadline for each action.

Review regularly and 'tick' if completed. Enjoy the accomplishment.

If not completed, what was the obstacle? Write a new task and action, along with a new deadline.

**ACTIONS:**

**DEADLINE:**

**Completed?**

|    |  |  |  |
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| 1. | READ Helen's blog on Goal Setting in Six Easy Steps ( <a href="http://www.helenslater.com.au">www.helenslater.com.au</a> ) |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| 6. |  |  |  |

Notes