



My Plan of Action
Every Day I Take at Least 1 Action Step Toward Achieving My Goal

My Goal:
Target Date for Completion:

Why is this important to me?

What knowledge, skills and abilities do I need to help me achieve this goal?	Where can I acquire this information?

What challenges may I encounter?	How can I get past the challenge?

Action Steps	By Date

Miscellaneous:

“Without clearly defined goals, we are slaves to circumstances and daily trivia.” ~Trish Carr