

**GOAL ACTION PLAN**

Following is a strategy checklist to follow that works. It will help you to achieve your set targets and goals one by one. Complete an "Action Plan" for each of your goals.

- Goal/Target - What is it that I want to achieve? .....
- .....
- Purpose/Reason - Why do I want this to happen? .....
- .....
- Benefit/Reward - What rewards will achieving this goal bring me? .....
- .....
- Disadvantage/Shortfall - How will I be affected if I do not achieve this goal? .....
- .....
- Assessment - Does my goal meet the SMART requirements? .....
- .....

S	M	A	R	T
<b>SPECIFIC</b>	<b>MEASURABLE</b>	<b>ACHIEVABLE</b>	<b>REALISTIC</b>	<b>TIMEBOURD</b>
- to the point - what do I want to achieve, describe it	- keep setting targets to achieve along the way within a time frame - being aware of my progress	- my own dreams to live - If it is to be, it is up to me	- it is possible for me to do - I can picture myself getting there	- setting regular targets - having a timeline to meet

- Decision - After completing the above, am I committed to this goal? Or, should I make adjustments? .....
- Resources - What's required personally, from others and necessary information?
  - Personal - What skills and talents do I need? .....
  - .....
  - What obstacles confront me and how can I overcome them? .....
  - .....
  - Assistance - What expertise from others do I need? .....
  - .....
  - How and when will I approach them? .....
  - .....
  - Information - What information will I need? .....
  - .....
  - How and where will I gather it? .....
  - .....
- Dangers - Any assumptions I've made that are not sound? .....
- .....
- Is my approach giving me the best possible chance of success? .....
- .....

- Action 1 .....  When .....
- 2 .....
- 3 .....
- 4 .....
- 5 .....

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