

## What is an Action Plan? – SMART Worksheet

<b>SMART</b>	<b>Worksheet</b>	<b>Goal:</b> _____
<b>S</b>	Specific	What are you trying to accomplish?
<b>M</b>	Measurable	What are the short-term goals to ensure progress?
<b>A</b>	Action oriented	What resources do you need?
<b>R</b>	Realistic	Is this goal attainable? Is it worth it?
<b>T</b>	Time-specific	What is the deadline to completion?

Goal: \_\_\_\_\_

Task List:

Assigned to:

Due Date:

Cost:

Completed:

Task List:	Assigned to:	Due Date:	Cost:	Completed:

Resources:

Notes:

Goal: \_\_\_\_\_

Action Step:	Start Date:	Milestone:	Due Date:	Resources:	Desired Result:

Why is this goal important to me?	Reflection Notes:
-----------------------------------	-------------------