Action Planning Form

Instructions: Write out what you want to accomplish and the steps in your plan.

1. Anticipate how hard each step will to be to get done.
2. When you are done, reflect back on the steps that you followed to see if they were as difficult as you anticipated

GOAL

TOOLS & RESOURCES

Steps in my plan	Done (✓)	E - Easy H - Hard R - Routine	
		Will be...	Was
1. Due date			
2. Due date			
3. Due date			
4. Due date			
5. Due date			

CHECK-IN

Am I on track? Keep to plan or adjust timeline

Action Planning Form

GOAL

TOOLS & RESOURCES

Steps in my plan	Done (✓)	E - Easy H - Hard R - Routine	
		Will be...	Was
6. Due date			
7. Due date			
8. Due date			
9. Due date			
10. Due date			

CHECK-IN

Am I on track? Keep to plan or adjust timeline

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How well did this plan work? Did you accomplish your goal?

Were all of the steps needed?

Were there additional steps you did not anticipate?

Were the steps as hard as you anticipated?

Would you do anything differently next time?