

ACTION PLAN 1

S Specific **M** Measurable **A** Achievable **R** Relevant **T** Time bound

What is your goal? What do you want to achieve? From what metric? To what metric? By what date?

BOTTOM LINE: Benefits of Achieving Your Goal

Consequences of Not Achieving Your Goal

When will you start?

How will you gauge your progress? When? Using which metrics?

What specific actions will you take to achieve your goal? Who can help you?

Potential Challenges?

Potential Solutions?