Your Name’s Action Plan

# **Step 1: Chosen Project**. This is my action plan for

# **Step 2: Concrete Outcome**. By the end of this one month project, I want to be able to:

# **Step 3: The Big WHY**. If I succeed in my goal, I will be able to:

# **Step 4: SMART Goals**

* **Specific**:
* **Measurable**:
* **Achievable**:
* **Relevant**:
* **Time bound**:

# **Step 5: Breaking Down Goals to Deliverables**

|  |  |
| --- | --- |
| **Deliverables**  |  |
| Week 1 |  |
| Week 2 |  |
| Week 3 |  |
| Week 4 |  |

# **Step 6: Mark it on Your Calendar**

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# **BONUS: Main Foreseeable Obstacles**