



Activity Worksheet: ACTION PLAN

INTRODUCTION

Once you have a goal, you need an action plan with the road steps towards achieving this goal.

OBJECTIVE

The objective of this activity is to help you figure out how to achieve your goal, step by step.

STEPS

STEP 1: Prepare

Write here your SMART goal (Module 4, Activity 1):

Step 2: Tasks breakdown

What are the tasks, related to achieving the goal?

1 _____

2 _____

3 _____

4 _____

5 _____





STEP 3: Tasks with timeframe

Are there any interconnections between the tasks? For example, Task 2 cannot be completed if Task 4 is not completed? Are there tasks that you can perform parallel to one another? Reorder the tasks if necessary and think about when do you think each task should start and end? How will you know if you have succeeded in each task/what result you will achieve with it? Fill in the table.

What I will do? (Task)	When will I start? (Start date)	When will I have finished? (End date)	How will I know I achieved my goal?	I achieved this task by the (add date)

Now you are ready, go for it!

