Action Plan: Monthly Goals

To reach your destination you will develop a set of short-term goals or action steps. Applying the **SMART** criteria to these steps will support your success.

The **SMART** criteria are: **Specific · Measurable · Action oriented · Realistic · Timed**

1. Use the space provided to write out your action steps and determine your confidence level for each one.
2. After completing the action, assess your outcome and assign a percentage of accomplishment.

Goal #1: _____

_____

_____

My confidence level for achieving this goal: 1 2 3 4 5 6 7 8 9 10

Outcome assessment: My percentage of accomplishment _____

Goal #2: _____

_____

_____

My confidence level for achieving this goal: 1 2 3 4 5 6 7 8 9 10

Outcome assessment: My percentage of accomplishment _____

Goal #3: _____

_____

_____

My confidence level for achieving this goal: 1 2 3 4 5 6 7 8 9 10

Outcome assessment: My percentage of accomplishment _____