

Personal Action Plan

You can complete the highlighted fields on this form online and then print the form for easy reference. Only text that is visible on the form is printed; scrolled text will not print. Any text you enter into these fields will be cleared when you close the form; you cannot save it.

Step 1: Make sure it's something that you really want to do.

What do you want to achieve? Why is it important to you?

Your notes:

Step 2: Set your long-term goal.

Based on your answers in step 1, set your long-term goal. This is what you want to accomplish overall.

Long-term goal:

Step 3: Set your short-term goals.

Based on your long-term goal, figure out the small steps you can work on each week that will build up to the outcome you want.

Short-term goals:

Step 4: Guess your barriers before they happen.

Everyone runs into barriers to their goals. You may already know what's going to get in your way. Write down these problems (cost? time? fear?), and think of ways to get around them. Use another sheet of paper if you need to.

I think my barriers will be _____, but I can get around them by:

Step 5: Support and rewards

Who can help you meet your goals? Family? Friends? An online support group? A community support group?

I will get support from:

And write down some rewards you can give yourself when you meet various goals. Rewards can be anything: a movie, a visit to your favorite restaurant, a new piece of clothing, one hour in the day all to yourself.

My rewards: