NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HOUR:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CREATING AN ACTION PLAN**

A. Pick one long term goal you want to accomplish

1.

B. List at least 2 steps you will take to achieve this goal (short term goals).

2.

3.

C. Identify at least 2 sources you can go to for help and/or advice.

4.

5.

D. Set a reasonable time frame for achieving your goal (when do you want to accomplish it by).

6.

E. Evaluate your progress by establishing at least 3 checkpoints (*for example: if my goal was to get all A’s*

*by the end of the school year I might establish the following check points – midterms, the end of each 9 weeks, and at the semester*).

7.

8.

9.

F. Reward yourself for achieving your goal (pick anything that is realistic).

10.