



Professional Practice Support

GOAL ACTION PLAN

Below is a strategy checklist to follow that works. It will help you to achieve your set targets and goals one by one. Complete an “Action Plan” for each of your goals. The Goals, Targets and Strategies Plan gives you a visual presentation of your intentions (refer to index), for a more visual planning tool.

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Goal/Target – What is it that I want to achieve?

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Purpose/Reason – Why do I want this to happen?.....

..... ☐

Benefit/Reward – What rewards will achieving this goal bring me?

..... ☐

Disadvantage/Shortfall – How will I be affected if I do not achieve this goal?

..... ☐

Assessment – Does my goal meet the ISMART requirements?

..... ☐

I	S	M	A	R	T
INSPIRATIONAL	SPECIFIC	MEASURABLE	ACHIEVABLE	REALISTIC	TIMEBOUND
<ul style="list-style-type: none"> Something very special extending my best 	<ul style="list-style-type: none"> to the point what do I want to achieve, describe it 	<ul style="list-style-type: none"> keep setting targets to achieve along the way in a time frame being aware of my progress 	<ul style="list-style-type: none"> my own dreams to live if it is to be, it is up to me 	<ul style="list-style-type: none"> it is possible for me to do I can picture myself getting there 	<ul style="list-style-type: none"> setting regular targets having a timeline to meet

Decision – After completing the above, am I committed to this goal? Or should I make adjustments?

..... ☐

Resources – What’s required personally and from others?

..... ☐

Personal – What skills and talents do I need?

..... ☐

What obstacles confront me and how can I overcome them?

..... ☐

Assistance – What expertise from others do I need?

..... ☐

How and when will I approach them?

..... ☐

Information – What information will I need?

..... ☐

How and where will I gather it?
 ☐

Dangers – Any assumptions I’ve made that are not sound?
 ☐

Is my approach giving me the best possible chance of success?.....
 ☐

Action 1	<input type="checkbox"/>	When
2	<input type="checkbox"/>
3	<input type="checkbox"/>
4	<input type="checkbox"/>
5	<input type="checkbox"/>

What are two things I will *start* doing?

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What is one thing I will *stop* doing?

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