

Name:		Date:
Specific: Pick one goal you want to focus on with your action plan.		
M easurable: How will you track progress toward meeting your goal?		
Attainable: What are the steps you need to take to achieve your goal?		
1.	2.	3.
4.	5.	6.

Timely: When do you want to achieve your goal

Relevant: Why is it important for you to reach this goal?

→ What resources (people or other) do you need to achieve your goal?