

Personal Action Plan Worksheet

Please review this SMART Goal Example to help you in writing your personal action plan.

- **Specific:** I will save \$500 for books for next semester by saving \$50/week for 10 weeks.
- **Measurable:** I will check my bank account every week to be sure that I am on schedule and will adjust if needed.
- **Attainable:** I work part-time and can bring my lunch to school instead of eating out to save money.
- **Realistic & Relevant:** I want to graduate in two years and paying for textbooks is important so that I can stay on plan.
- **Timeline:** I have 12 weeks to save \$500. This gives me a two-week cushion in case of the unexpected.

Write your Personal Action Plan Here:

My SPECIFIC goal is:	
I will MEASURE it by:	
It is ATTAINABLE because:	
It is REALISTIC AND RELEVANT to me because:	
My TIMELINE for completion is:	
Potential obstacles I anticipate are:	
I will overcome these obstacles by:	
I will share my goal with the following people for support, encouragement, and accountability:	
After my goal is complete, I will reward myself with (be sure that it is proportionate to the goal):	