Project/Goal

Plan of Action Worksheet

Use this form as a guideline. Write responses on a separate piece of paper as needed.

1.	**Goal:**	**Start Date:**
	Project Name (if different from goal):	
		Due Date:

	Action to Take	**Date Done**	**Visual**
2.	List reasons why this goal/project matters.		
3.	List obstacles and solutions.		
4.	List randomly the steps to take.		
5.	Prioritize list of random steps.		
6.	Note “benchmark dates” from list.		
7.	Put benchmark due dates on calendar.		
8.	Create a visual to stay focused.		
9.	Estimate cost to do (material/tools).		
10.	Estimate cost for resources/people.		
11.	Sign pledge.		
12.	Calendar start and due dates.		

PLEDGE

I, _____ intend to achieve my goal by _____ as noted above. I will do everything it takes and work diligently because I know that this goal/project is important for my life and is something I was meant to do. I will persevere and succeed.

Date: _____ _____

Signature

NOTES

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