

Action Plan: Goal-Setting

Please take a moment to capture your thoughts.

Test your goals against the following benchmarks:

- ✓ I have defined just one, two, or three key goals to accomplish.
- ✓ It is immediately clear what I hope to accomplish.
- ✓ The timeframe to achieve the goals are realistic.
- ✓ Each goal is directly relevant to the program.
- ✓ Each goal is vital to prepare me for the next level of responsibility.
- ✓ Indicators for my success have been clearly defined.
- ✓ The targeted level of achievement is appropriate for the timeframe and resources available.

Goal 1

In the next ____ (weeks), *I will* _____
[specify what you will accomplish].

The benefit to me and the organization will be: *I will* _____
[explain the value].

Evidence of progress and success will include *Feedback from* _____
_____. [define the indicators of progress and measures for success].

My first action (s) will be:

1. _____
2. _____
3. _____

Potential impediments to progress and my plans to minimize them include:

Potential Impediments	Plan to Remove Impediments
<i>Mainly internal –</i> <i>external –</i>	<i>I plan to</i>

Given the above, the most important help I will need to achieve these goals is:

Help Needed	From Whom
<i>Feedback from</i>	<i>My supervisor</i>

Staff Person Responsible _____
Complete by _____

Goal 2

In the next ____ (weeks), *I will* _____
[specify what you will accomplish].

The benefit to me and the organization will be: *I will* _____
[explain the value].

Evidence of progress and success will include *Feedback from* _____
[define the indicators of progress and measures for success].

My first action (s) will be:

1. _____
2. _____
3. _____

Potential impediments to progress and my plans to minimize them include:

Potential Impediments	Plan to Remove Impediments
<i>Mainly internal –</i> <i>external –</i>	<i>I plan to</i>

Given the above, the most important help I will need to achieve these goals is:

Help Needed	From Whom
<i>Feedback from</i>	<i>My supervisor</i>

Staff Person Responsible _____
Complete by _____