

# Goal-Oriented Action Plan Outline

## Goal Statement

Describe your main goal

## Specific Objectives

List specific, measurable objectives

## Action Steps

### 1. Action Step

What needs to be done?

### Responsible

Who is responsible?

### Deadline

### Status

Pending/In Progress/Done

### 2.

What needs to be done?

Who is responsible?

Pending/In Progress/Done

## Potential Barriers & Solutions

### Barriers

What obstacles might you face?

### Solutions

How will you overcome them?

# Progress Tracking

Notes / Reflections

Track your progress and reflect on completion