

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