

Goal Tracking Action Plan Blueprint

1. Define Your Goal

Goal Statement

e.g., Launch a personal portfolio website

Why is this goal important?

Describe your motivation

2. Set a Deadline

Target Completion Date

3. Break Into Milestones

#	Milestone	Target Date	Status
1	Milestone description		Not Started ▾
2	Milestone description		Not Started ▾
3	Milestone description		Not Started ▾

4. Action Steps

Step

Due Date

Status

Action step

Not Started ▾

Action step

Not Started ▾

5. Resources & Support

Resources Needed

e.g., Web hosting, design tools, mentors

6. Potential Challenges & Solutions

Anticipated Challenges

e.g., Time constraint, lack of skills

Possible Solutions

e.g., Allocate 2 hours/day, take online courses

7. Progress Review Notes

Reflections, lessons learned, updates
