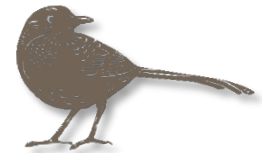


Monthly Action Planner

Month _____ Year _____



INSTRUCTIONS:

- 1) Review last Month's Action Planner if there is one, and copy over incomplete actions to this sheet.
- 2) Review your Annual Goals Summary Sheet (Step 10 of your Goal-Setting Workbook).
- 3) Identify up to 10 SMART Monthly Actions: Choose the next steps/key actions that move you towards your Annual Goals. Focus first on your Top 3 Goals. Be sure to complete all the columns below - especially the **Support** column.
- 4) Wrap-up by Circling your Top 3 Actions (highest priority) - plus any "Quick Wins": Quick Wins are completable quickly (in a few mins to an hour) and have a big impact on your goal progress. Then be sure to work on your circled actions first!

Your SMART Monthly Actions	How Important	Approx. Time	Due Date	Support	Complete
<i>Are your actions SMART: Specific, Measurable (so you know when it's complete), easily Actionable, Realistic & Timebound (achievable this month)?</i>		<i>this action will take:</i>	<i>if there is a specific deadline.</i>	<i>What could get in the way of achieving this? What support do I need from others - or myself - to get this task done?</i>	
1.	___/10			•	<input type="checkbox"/>
2.	___/10			•	<input type="checkbox"/>
3.	___/10			•	<input type="checkbox"/>
4.	___/10			•	<input type="checkbox"/>
5.	___/10			•	<input type="checkbox"/>
6.	___/10			•	<input type="checkbox"/>
7.	___/10			•	<input type="checkbox"/>
8.	___/10			•	<input type="checkbox"/>
9.	___/10			•	<input type="checkbox"/>
10.	___/10			•	<input type="checkbox"/>