

Create a Goal and Action Plan: Instructions and Tips

Step 1. Get Clear

Creating a goal and action works best when we considered and honestly answer few questions:

Where do you want to go – your vision?

What area of wellbeing is most important to you right now? How would you like this are to be different in 1 year or 5 years from now?

Why do you want that vision – your motivation?

Why is it important that you make this happen? What value, experiences, or positive affect will it add to **your** life? What is this ‘costing’ you by not moving forward?

What will help? What stands in the way?

What strengths or successes have I have that I apply to this goal? What challenges or barriers seems to get in my way? (For both be sure to include attitudes -thoughts and feelings, support systems, and behaviors)

Step 2. Set a Goal (example goal setting sheet on back)

If you are willing to set an intention (a goal) **and** you are planning to make a change in the next month - you are taking the needed time to prepare and develop the plan to carry your actions forward.

Important: Use SMART goal setting to develop an action plan and build confidence to keep you going! **S**pecific, **M**easurable, **A**ttainable, **R**ealistic, and **T**ime-Specific

Step 3. Take Action and Keep Going

- Keep your goals visible
- Check in weekly to set new goals
- Assess and address challenges to support success
- Use supports, a buddy or friend to keep you on track.
- Reward yourself!



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Example Worksheet: Create a Goal/Action Plan

Health and Healing Goal Setting Worksheet

Your Vision:

Your Motivation:

*strengths and challenges are included in each goal action plan

	Goal # 1 Example	Goal # 2 Practice	Goal # 3 Practice
Wellbeing Area	Physical Health	Physical Health	Mental/Emotion/Spirit
Statement of Goal	I will exercise more.	I will eat better.	
*Challenges	Exercising by myself.		
*Strengths	Making my cardiovascular workouts a social time to be with friends will help me stay motivated.		
SMART Goal/Action Plan	On Monday, Wednesday, and Friday, I will walk or go rollerblading after class with friends.	I will make lunch and healthy snacks the night before and to bring to work at least 4 time a week.	
Expected Time Frame	1 month		
Benchmark When will I know I met my goal?	Exercised 12 times in 1 month		
Accomplished?	Getting There ☺ Exercised 9 times this month		
Set New Goal?			



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Blank Worksheet: Create a Goal/Action Plan

Health and Healing Goal Setting Worksheet

Your Vision:

Your Motivation:

*strengths and challenges are included in each goal action plan

	Goal # 1	Goal # 2	Goal # 3
Wellbeing Area			
Statement of Goal			
*Challenges			
*Strengths			
SMART Goal/Action Plan			
Expected Time Frame			
Benchmark When will I know I met my goal?			
Accomplished?			
Set New Goal?			



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