

Goal Setting & Action Planning

GOAL

BUY-IN

TEAM/PLAYERS OF IMPACT

RESOURCES

ACTION STEPS TIMELINE & ACCOUNTABILITY

Specific Task	Assigned To	Due Date	Date Reviewed	Date Completed	Accountability

Goal Setting & Action Planning

GOAL

What is your goal? Be specific

BUY-IN

THINK ABOUT: Why is your goal important? What makes it necessary/better? How will you sell it to your superior for approval? How will you sell it to your team? Without buy-in goals do not get supported and without support it is difficult to meet them.

TEAM/PLAYERS OF IMPACT

THINK ABOUT: These are the people critical to supporting and aiding in the completion of the action plan to meet the goal. People that should be included: anyone that needs to approve the goal and the plan, anyone with skills necessary to complete the goal, anyone with resources needed, etc.. Determine the optimum number of people needed to complete the plan and determine the responsibilities of each person on the team.

RESOURCES

THINK ABOUT: What resources are necessary for completing the plan? Time, money, equipment, location/building, etc. Also consider any obstacles or constraints or limitations you may run into as you work through your plan and what you will need to overcome those challenges.

ACTION STEPS, TIMELINE & ACCOUNTABILITY

Specific Task	Assigned To	Due Date	Date Reviewed	Date Completed	Accountability

Track each task that needs to be done to complete this plan. Who is assigned to that task? What is the due date? Track when you have reviewed the progress/completion of the task. Track completion date. Determine how the person assigned the task will be held accountable to the task prior to beginning the plan.