

Goals & Action Steps for Starting a Project

Once you have determined and prioritized your goals using the SMARTIE method, break them down into actionable steps by specifying what needs to be done; a goal may have multiple action steps. Assign a due date for each goal to provide a time framework for the action steps. Identify who will work on each action step. Revisit the list at regular intervals. Acknowledge successfully attained goals. Move unfinished goals and action Steps to the top, and revise if needed.

Goals	Action Steps
Goal: Due date:	Step 1: Due date: Person(s):