

UNIT 6

Build Your Action Plan

1. Write down your goal. What do you want to achieve? (A)

2. Write down your strategy. How do you plan to achieve your goal? (A)

3. Write down your action plan. What steps will you take to achieve your goal? (A)

4. Write down your timeline. When will you complete each step? (A)

5. Write down your resources. What do you need to achieve your goal? (A)

TOOL 1

Goal (A) _____

Strategy (A) _____

Action Plan (A) _____

Timeline (A) _____

Resources (A) _____



6. Write down your reflection. How do you feel about your action plan? (A)

7. Write down your feedback. What do you think you need to improve? (A)



Essential Skills

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4. Write down your timeline. When will you complete each step? (A)

5. Write down your resources. What do you need to achieve your goal? (A)



During these times, it can be helpful to take a step back to let your body and mind “reboot.”



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SIGHT

• 5

