# Action Plan Worksheet

This goal-planning tool will help you to articulate a more concrete vision for your future work and lay out your motivations, as well as key resources that you can leverage in your efforts. Moreover, it helps you to establish a flexible yet ambitious plan to use one of the most critical resources – your time – to enact that vision.

The acronym **SMART** (**S**pecific, **M**easurable, **A**ttainable, **R**elevant, **T**ime-bound) can help you to remember the elements of a clearly articulated and well-planned goal.

## 1. According to your own professional interests, select (check) one of the following focuses:

Research or Creative Production  Leadership or Service Projects

Other (Specify):

# Your Five-Year Plan

## A. What is a **specific** professional goal, related to the focus you selected above, that you would like to accomplish within the next **five** years?

**Specific**

(Type/write your response here.)

## B. How will you **measure** or “benchmark” your progress toward reaching your goal?

**Measurable**

(Type/write your response here.)

## C. What resources or expertise would you like to draw on in order to make this goal realistic and **attainable**?

**Attainable**

(Type/write your response here.)

## D. Why did you choose this goal, and what is its **relevance** to you and to society?

**Relevant**

(Type/write your response here.)

## E. In the table below, write out tasks for each quarter and how you will record or measure progress toward your goal.

**Time**-**Bound**

Note: Include as much as you know right now. You do not have to fill in every box.

|  |  |  |
| --- | --- | --- |
| Quarter | Specific Task | Measure Progress |
| **Summer** **2020** |  |  |
| **Fall** **2020** |  |  |
| **Winter** **2021** |  |  |
| **Spring** **2021** |  |  |
| **Summer** **2021** |  |  |
| **Fall** **2021** |  |  |
| **Winter** **2022** |  |  |
| **Spring** **2022** |  |  |
| **Summer** **2022** |  |  |
| **Fall** **2022** |  |  |
| **Winter** **2023** |  |  |
| **Spring** **2023** |  |  |

## F. Looking so far ahead in time may be challenging, but are you able to foresee what you would need to do in year 4 and 5 to finish the goal?

**The Big Picture**

|  |  |  |
| --- | --- | --- |
| Year | Specific Task | Measure Progress |
| **2023-24** |  |  |
| **2024-25** |  |  |

## G. Finally, how will you keep yourself motivated?

**Staying the Course**

(Type your response here.)

# Your Ten-Year Plan

## 2. What is a **specific** professional goal, building on the previous goal, that you would like to accomplish within the next **ten** years?

**Specific**

(Type/write your response here.)

## B. How will you **measure** or “benchmark” your progress toward reaching your goal?

**Measurable**

(Type/write your response here.)

## C. What resources or expertise would you like to draw on in order to make this goal realistic and **attainable**?

**Attainable**

(Type/write your response here.)

## D. Why did you choose this goal, and what is its **relevance** to you and to society?

**Relevant**

(Type/write your response here.)

## E. In the table below, write out tasks for each quarter and how you will record or measure progress toward your goal.

**Time**-**Bound**

Note: Include as much as you know right now. You do not have to fill in every box.

|  |  |  |
| --- | --- | --- |
| Year | Specific Task | Measure Progress |
| **2025-26** |  |  |
| **2026-27** |  |  |
| **2027-28** |  |  |
| **2028-29** |  |  |
| **2029-30** |  |  |

## G. Finally, how will you keep yourself motivated?

**Staying the Course**

(Type your response here.)