**Action Plan for Achieving a Short-Term SMART Goal**

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| --- | --- | --- | --- |
| Steps to Follow to Complete Goal | Target Completion Date | #1  Not Done | #2  Done |
|  |  |  |  |
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|  |  |  |  |

Did you follow the plan?

What worked well?

What didn’t work so well?

Next step:  Revise plan  Make new SMART goal and action plan

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