

SMART Goal Action Plan Template

Goal Area:	Finance: Establish Emergency Fund	
SMART Goal	Establish a 3-month emergency fund in the amount of \$ _____	
Outcome/Results	Have an emergency fund in case something happens such as job layoff, medical emergency, or other unexpected situation.	
Action and Time Line	Action Steps	Time Line
	1) Go through guide “A Beginners Guide to Securing Your Financial Future” at MyMilitary GPS FinancePlan>Your Budget>Setting Goals .	Within the next 2 weeks, by _____
	2) Evaluate current budget plan using the “Monthly Budget Worksheet” at MyMilitary GPS FinancePlan>Your Budget>Creating a Budget .	Within the next 4 weeks, by _____
	3) Adjust budget to accommodate putting a minimum amount towards savings each month. For example: <ul style="list-style-type: none"> • \$200 transfers per month = \$10,000 at 50 months • \$400 transfers per month = \$10,000 at 25 months 	Within 1 week of evaluating current budget, by _____.
	4) Set up savings account and authorize an automatic transfer to savings each month starting with my next paycheck.	Within 1 week after final budget plan is in place, by _____
5) Review and revise my budget to make sure I am on track. Learn more at MyMilitary GPS FinancePlan>Your Budget>Revisiting and Revising Your Budget .	Every 6 months after my first transfer; start on _____.	
Support Network	Financial Planner/Accountant: _____	
	Family Member / Significant Other: _____	
	Other: _____	
Obstacles		
Adjustments		

Career and Life Planning Workshop - SMART Goal Setting

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