

Action Plan

STEP THREE: OUTLINE ACTIONABLE ITEMS



By brainstorming, prioritizing, and sequencing the steps you need to take to reach your goal, you will build a pathway to successfully implement your action plan.

Break the goal down into small, achievable steps, working backwards from your goal to today. Consider the tasks involved in achieving your goal, including research and collaboration, if needed. What do you need to do each day, week, and month?

Use the Cubicle Warriors activities and what you've learned in this discussion course to help you make your case, find collaborators, and stay on course. Find a fillable pdf of this action plan at nwei.org/sustainability-works-resources/.

My SMART Goal Plan of Action

What steps do you need to take, and in what order, to get from where you are now to where you want to go? What resources do you need to take each step?

STEPS

RESOURCES

Four horizontal red lines for writing.

What do you need to learn in order to take each step? When will you need to complete each step in order to get to your goal by your specified date?

STEPS

RESEARCH

TARGET DATE

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What are some possible problems you might face? What will you do to address and overcome these challenges? Who can help you navigate the system and gain supporters?

OBSTACLES

SOLUTIONS

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TIP: REFLECT. Consider which habits, practices or policies you might need to change or develop in order to achieve your goal.