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GOAL ACTION PLAN

Steps, owners and weekly check-ins

GOAL	GOAL OWNER	START DATE	TARGET DATE

WHY THIS GOAL MATTERS	HOW WE MEASURE SUCCESS

#	Action step	Due date	Owner / resources	Status	Done (1)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

Steps in this plan	
Steps done	
Percent done (%)	

Status: Not started, In progress, Waiting, Done. Type 1 in the Done column when a step is finished.

Weekly check-in

Week of	Progress made	Problems or blockers	Focus for next week