

## Idea...Plan...Monitoring...Achieving

### -Example-

I want to do the following: *I have a garage but it's unfinished. I want to figure out how I can get drywall in there, get rid of the clutter, and put shelves on 2 sides for storage.*

Here is how I will do it (plan/goal): *"Finish the garage, and put storage units by June of this year."*

These are the actions I will take:

1. Ask neighbors and look online to find handymen or contractors to give me quotes by end of this month.
2. If I have the money now, I will ask to have the work start right away. If not, I will extend my deadline for this project.
3. Make sure whoever I select has license and insurance.
4. Over the next 2 weekends, go through everything in garage, throw away all unwanted items, and put donatable items in 1 corner.
5. Arrange to have donation items picked up (like Salvation Army or Goodwill). If possible drive items to nearby location and pick up receipt.
6. Once work is done, organize newly installed shelves in garage, by June.

Monitoring progress:

1. Is action #1 complete? **Yes No** (If not, when is my deadline?)
2. Is action #2 complete? **Yes No** (If not, when is my deadline?)
3. Is action #3 complete? **Yes No** (If not, when is my deadline?)
4. What other action items do I need to add?

Achievement:

Is the goal achieved completely or is it ongoing?  
Should I plan something else that I want to do?  
Should I add to this plan or goal?