Idea…Plan…Monitoring…Achieving

I want to do the following:

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Here is how I will do it (plan/goal):

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These are the actions I will take:

1. _____ by date _____.

2. _____ by date _____.

3. _____ by date _____.

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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?

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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?