**Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**INSTRUCTIONS**

* Complete *all* the columns on this sheet.
* If you think your action will take longer than 3 hours (roughly half a workday), break it down into a smaller action. Try asking, "What is the first step I need to take?". Another option is to allocate a set time to working on the action eg. I will spend 30 minutes / 2 hours—then get as much done in that time as you can.

***IMPORTANT:*** *ONLY put actions that you really want and truly plan to do on this sheet.*

| **Your SMART Actions**  Be sure to make these actions SMART: Specific, Measurable, Actionable, Realistic and Timebound. | | **How**  **Important**  (10 is high) | **Approx. Time** this action  will take | **Due Date** | **Support**  What could get in the way of achieving this? What support do I need from others (or myself) to get this task done? | **Complete** |
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