

Worksheet: My Action Planning

Set your development goal and check your goal with 5 SMART steps.

Please, formulate your SMART goals **POSITIVELY!** (It is not about NOT DOING something!)

My goal is:	
Reason this goal is important to me:	

Step	Description
1. Specific What, exactly, is it you want to achieve in your professional development? A good goal statement explains the five W of a goal (what, why, who, where and which). If your goal statement is vague, you will find it hard to answer following questions: What do I want to accomplish? Why is this goal important? Who is involved? Where is it located? Which resources or limits are involved?	
2. Measurable Can you track progress and measure the result of your goal? Answer the question: How much? How many? How will I know when it is accomplished?	
3. Achievable Is your goal attainable and realistic. Your goal should stretch your abilities but still remain possible. When you set an achievable goal, you may be able to identify previously overlooked opportunities or resources that can bring you closer to it. How can I accomplish this goal? What factors affect my goal? How?	

Is it only Acceptable for me or really Attractive? - Beware setting goals that someone else has power over. More in step 4.	
4. Relevant – How your goal aligns with other relevant goals. Are you responsible for achieving your own goal? Does this seem worthwhile? Is this the right time? Does this match your other efforts/needs? Am I the right person to reach this goal? Is it applicable in the current socio-economic environment?	
5. Time-bound – What is the deadline for your goal? Deadline helps to prevent everyday tasks from taking priority over your longer-term goals. A time-bound goal will usually answer these questions: When will I achieve my goal? What can I do six months from now? What can I do six weeks from now? What can I do today? (FSS)	
What will by my First Small Step (What will I do first and exactly when)?	

Make your goals even SMARTER

6. Ethical /Ecological=Relevant Is your goal OK within your moral compass? Is your goal OK with what is around you (ecological for the surroundings)? Is your goal OK with what is in you (ecological for yourself - sustainable with respect to you)?	
7. Recorded Is your goal visible (Written)? The recording is necessary for the planning, monitoring and reviewing of progress.	

