

## DEVELOPMENT PLAN JOB AID

### Directions

Print and use the document to help you in creating a plan for meeting your goal and milestone as you bridge the gap between your actual and desired self.

Goal: \_\_\_\_\_

SMART (***S**pecific, **M**easurable, **A**chievable, **R**ealistic, and **T**ime bound*)

Milestone: \_\_\_\_\_

### Create a Plan

As you evaluate your plan, consider the following:

- Does your plan address the need to meet your milestone and enhance your self-awareness?
- Did you break down the size of your goal and milestone into realistic pieces?
- Are timeframes associated with each piece of the plan?
- Is your plan designed to make the best use of your time and other resources?
- How will you know if your plan is on track?

Items to Consider	The Plan
Actions to Take	
Resources (e.g., time commitment, materials, space, equipment, personnel)	
Timeframes	
Possible Obstacles and Solutions	

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- How will you know if your plan is on track?