

# Step-by-Step Action Plan

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*“The journey of a thousand miles always begins with the first step”*

1. Identify your goal[s]
2. Write it down
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3. Identify what kind of help you will need to achieve your goal
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4. Set up your personal “Board of Directors”
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5. Identify your perceived barriers
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6. Brainstorm around your barriers
7. Draw a map [timeline] and post it where you can see it on a daily basis
8. Review your goals on a regular basis [e.g. once a week, month, etc.]
9. Understand and embrace the fact that setbacks are not unusual and should be seen as an opportunity to refine either the goal itself or the method to work your way around the setback
10. Identify ways to reward and celebrate your success and actually reward and celebrate your success
11. Report updates to your “Board of Directors” on a set schedule
12. Accept the fact that goals can always be changed or adjusted

