

Step 3: Develop Your Action Plan

Keep this in your mind at all times: What gets planned – gets done! Without specific steps and dates, all you have is a wish list - not a plan.

Writing in the details of the plan is essential to your success. This is where you set in place the action steps and deadlines to get you where you want to be and help you accomplish your goals.

Consider using the SMART Model: **S**pecific, **M**easurable, **A**ttainable, **R**ealistic and within a specific **T**imeframe.

You will need to identify detailed steps for each one of the “Goals” you wrote in **Step 2** above. The following page shows a sample of one Life Area (Education), one goal and its action steps.

You will only start your plan here, but it must end up as complete as possible. It needs to become a part of the substance of your daily schedule, and thus, your life (so you can make your life happen.)

Remember, this is NOT written in stone - not your purpose, or any of the goals or steps. Just as in a strategic plan in business, things change. Life has a funny way of shifting from time to time, requiring adjustments in timing, steps, and resources. Sometimes you might simply change your mind, but to get anywhere, you must start somewhere.

For more instructions, try a handout from this site:

www.mpace.org/html/AnnualConference/arizona/Powerpoints/creatingastrategiclifeplanhandout.doc

Good luck and happy planning!

Sample – Strategic Life Plan

Life Area: Education		
GOALS	ACTION STEPS	DEADLINES
Finish my degree at UH-Manoa		By the end of spring 2010
	1) Make an appointment with an advisor to transfer. - Identify possible major & minor. - Identify a potential mentor – and ask if she/he will help guide me	1/30 11/5 11/10
	2) Complete Application Process - Ask someone whose already transferred for help. - The due dates are: _____ - Send application	1/30 2/15
	3) Apply for Financial Aid / scholarships - SEED Scholarship application due date is: ____ - FASFA due date is: ____ - Ask someone in the Financial aid office for help.	2/28 3/31 4/15
	4) List of required classes to complete: (based on degree requirements) - Year 1: - Summer session? - Year 2:	2008-2009 2009-2010
	5) Find out about possible summer internships / associations.	4/1

