

National Service Personal Action Plan

Single-goal Action Plan and Personal Five-Year Action Plan

This resource includes two forms you can use for creating a personal action plan. Whether you are planning to go to school, find a career, or just follow your dreams, you can use these tools to clarify your goals and identify the steps you need to take to achieve them.

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Single-goal Action Plan

Purpose: To create a “script” that will take you where you’d like to go.

Directions:

1. Using this form as a template, develop an action plan for each goal identified. If you like, you can modify this form to meet your own specific needs.
2. Set it aside, though refer back to it often to keep yourself focused and monitor your progress.

Goal:		
Possible steps and strategies:		
Tasks/Action Steps <i>(What will be done?)</i>	Resources <i>(Time/Support/Finances)</i>	Timeline <i>(By when?)</i>
1.		
2.		
3.		
4.		
5.		
Evidence of success (How will you know you’re making progress?)		
Evaluation process (How will you know your goal has been reached?)		

This resource was adapted from materials created by Local Initiative Support Corporation (LISC, New York, NY), a AmeriCorps National Direct program that focuses on increasing affordable housing opportunities for low and moderate income families through housing development and counseling first time homebuyers.