# Action plan

Steps for planning your goals:

1. Decide on your goals.
2. Work out a plan for achieving them.
3. Take action and make them happen.
4. Check our progress.
5. Achieve your goals.

| **Goal** |  |
| --- | --- |
| **What needs to be done if I am to achieve this?** |  |
| **Who will help me?** |  |
| **Suggested timeframe** |  |
| **Record of progress and/or achievement** |  |

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Student signature:

Date:

Teacher signature:

Date: