



TEMPLATE How to create a Personal Action Plan

Name: _____ Date: _____

Set up the GOAL: define something you want to accomplish but may take an effort to achieve

ACTION PLAN: define the short term plans, smaller tasks that help you achieve the final goal, step-by-step. Set realistic goals and deadlines for the various elements of your course according to your needs. Plan what you are going to study, and try and achieve this each time.

Key questions:

What are you going to do?

How much are you going to do?

When are you going to do it?

What is the estimated time you need?

CONFIDENCE LEVEL: how confident are you that you have a success in the completion of your action plan. After each session, reflect on what you have achieved and plan what you hope to complete next time. Try to test the self-assessment methods are proposed in each entity

My goal is:

My action plan is: this week I will.....

(what?):

(how much?):

(when?):

(how many?):



Support and resources I will need to fulfil my action plan?

Obstacles to fulfil my action plan?

My plan for overcoming these difficulties?

How confident am I that I achieved my goal?

