

GOAL Action Planning

Use this table to create a structured action plan. Start by identifying a specific goal you want to achieve, then break it down into actionable steps. Consider any challenges you might face and how you'll overcome them. Finally, set a timeline to keep yourself on track.

This plan will help you focus your efforts and turn your reflections into tangible outcomes.

GOAL Action Plan Details	Example	Your Plan
Goal - what is your goal?	<i>Improve my teamwork skills</i>	
Outcome - what will success look like?	<i>I will feel confident working as part of a team, and have improved my communication with teammates.</i>	
Action - what are the individual tasks you need to do to achieve the goal? Consider short, medium and long-term tasks.	<i>Research voluntary roles involving teamwork on Handshake (e.g. charity groups, event organising committee) Take on different roles within the team to gain understanding of team dynamics Seek feedback from colleagues</i>	
Length - how much time will you give to achieving this goal?	<i>6 months - full develop teamwork skills</i>	