

What would be the conditional targets of the project? (budget, marketing, etc)

What needs to be improved in order for you to complete 100% of your goal?

Prepare a marketing plan (if applicable)

List all the possible people that are resources for you to contact. Who is the top in your field?

List all operational targets needed to achieve this project, include people to meet, phone calls to make, letters/emails to write, promotional materials, hiring, meetings to plan, supplies needed, people to train.

Whom do you need agreement from, and what do they need in order to complete this project on time?

What new skill's, knowledge or information is required for you to complete your project on time.

List all the possible obstacles/threats you perceive to be between you and the completion of your project and a list of possible solutions.

Brainstorm with your support system or coach for other possible activities to do in order to reach your goal/project on time. List all ideas below.

Action Plan: Review and date each activity as to when it should be started and completed to reach your project completion date.	Start Date	Completion Date

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Prepare your “do this week” action plan: Review and date each activity as to when it should be started and completed to reach your project completion date.	Start Date	Completion Date

Prepare your “do today” action plan: Review and date each activity as to when it should be started and completed to reach your project completion date.	Start Date	Completion Date

