

## Action Planning - GATE

Objective – what (behaviour/skill), where and with whom (context), by when, why (...in order to...):				
Current level of desire / motivation (1-10)		Current level of confidence (1-10)		
Knowledge needed				
Skills needed				
<b>Goals</b> (smaller milestone goals – break it down)				
<b>Action</b> (what, and with what?)				
<b>Time</b> (when?)				
<b>Action</b>				
<b>Time</b>				
<b>Action</b>				
<b>Time</b>				
<b>Evaluate</b> (feedback, KPI's, success factors)				

## Detailed Action Plan

What specifically is your overall goal? Positively stated.	
How will you measure your progress? What evidence will you collect?	
How is this goal relevant to what you do? How will achieving it support your purpose?	
What is the time frame in which you want to achieve this?	
What are the smaller milestone goals within this	
What evidence will you collect to measure your success and progress with each milestone goal?	

<p>What is the first smallest actionable step for each milestone goal?</p>	
<p>When specifically will you take them?</p>	
<p>Who can support you in getting your goal? Who will you share it with?</p>	
<p>How will you know when you have achieved it?</p>	
<p>What problems might you encounter?</p>	
<p>How specifically will you overcome these?</p>	