**Template 4.4 (Detailed)**

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| **Goal no.** | **Action Plan** |
| **What will you accomplish?** (Goal statement) |  |
| **What does it look like when you’ve accomplished your goal?**i.e., How will you know you have achieved your goal? What are the indicators of success or progress? (Assessment) |  | Timeline: (By when?) |
| **Rationale:** Why is it important? |  |
| **Pre-assessment:** What assets and/or liabilities currently exist? How can you take advantage of your assets and minimize your liabilities?Who or what can help? | Assets | Liabilities |
|  |  |
| **Action plan:** How will you accomplish your goal? What will you do? By when?  | Actions/steps to be taken (What will you do?): | Timeline:(By when?) |