**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?) | |