

Set Goals and Take Action

Take an active role in creating the changes you want. Choose a change that matters to you and take one step toward it. Support can make the path easier, but your effort and follow-through move the plan forward. Asking for help can be one of those steps.

1 Choose one goal

Start with one priority: finding work, organizing bills, finishing a course, or helping your community. Ask yourself what would make the biggest difference right now and why it matters.

2 Make it clear and manageable

Write what you will do, how you will measure progress, and when you will review it. Choose a goal that fits your time, energy, and resources. Focus on actions you can control.

Example: Instead of “find a job,” write “By the end of this month, update my resume and submit four applications for jobs that fit my schedule.” Getting hired is the larger goal; these are steps you can take.

3 Break it into small steps

List three to five actions in the order you need to do them. Give each a date. Make the first step small enough to begin today, such as finding a document, making a call, or spending 15 minutes on a task.

4 Identify what you need

Consider information, transportation, childcare, supplies, or someone who can help. Look for free community resources. If a step costs money you do not have, find a free alternative or adjust the step.

5 Follow through and review

Put your next action on a calendar. At your review date, note what you completed, what got in the way, and what comes next. Adjust the plan when circumstances change. A missed step is a reason to revise and restart.

6 Celebrate the Small Wins

Each small goal you reach is a win worth celebrating. Take a moment to recognize your progress and be proud of the work you have done. Small wins build momentum and encourage you to keep going.



My Goal and Action Plan

Work on one goal at a time. Write short, specific steps you can realistically take.

My goal: _____

Why this matters to me: _____

How I will know I am making progress: _____

Target date or review date: _____

My next steps	By when	Done
1		
2		
3		
4		
5		

My first step today: _____

Resources or people I can ask for help: _____

A likely obstacle and what I can do about it:

At my review date what worked and what will I change:

Did you reach your goal? If you're still working toward it, decide whether to keep going, adjust your approach, or address an obstacle. Use what you learned to choose your next action.

My next step:

When I will take it:

Keep the Process Going

Use these steps again as you move forward. Set a goal, take action, review your progress, celebrate your wins, and decide what comes next. Adjust your plan when needed and carry what you learned into your next goal.

