

Weekly Action Plan

Setting weekly and daily goals helps you stay directed and focused. Use this worksheet at the start of each week to help you select SMART goals (see definition in the box below) as well as plan specific steps you'll take to meet each goal.

SMART GOAL: S=specific M=measurable A=action-oriented, R=realistic, T=time sensitive	PLAN TO REACH GOAL Tools and structures needed	I AM ____% CONFIDENT that I can do this	How can I INCREASE MY CONFIDENCE?
Ex: Review new Spanish vocabulary for ten minutes daily	Put vocab into flashcard app or quizlet and test myself for 10 minutes each night before bed.	75%	Make a checklist to keep track of each night I use flashcards. Reward myself at the end of the week if I stick to my plan.



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