**NATIONAL SERVICE PERSONAL ACTION PLAN**

**SINGLE-GOAL ACTION PLAN AND PERSONAL FIVE-YEAR ACTION PLAN**

This resource includes two forms you can use for creating a personal action plan. Whether you are planning to go to school, find a career, or just follow your dreams, you can use these tools to clarify your goals and identify the steps you need to take to achieve them.

\* \* \*

**Single-goal Action Plan**

**Purpose:** To create a “script” that will take you where you’d like to go.

**Directions:**

1. Using this form as a template, develop an action plan for each goal identified. If you like, you can modify this form to meet your own specific needs.

2. Set it aside, though refer back to it often to keep yourself focused and monitor your progress.

|  |  |  |
| --- | --- | --- |
| **Goal:** | | |
| **Possible steps and strategies:** | | |
| **Tasks/Action Steps**  *(What will be done?)* | **Resources**  *(Time/Support/Finances)* | **Timeline**  *(By when?)* |
| **1.** |  |  |
| **2.** |  |  |
| **3.** |  |  |
| **4.** |  |  |
| **5.** |  |  |
| **Evidence of success** (How will you know you’re making progress?) | | |
| **Evaluation process** (How will you know your goal has been reached?) | | |

# **Personal Five-Year Plan**

**Purpose:**

To identify where you’d like to be in five years and determine the steps to take to get there.

**Directions:**

1. In the box marked “Five-year goal,” describe what you’d like to achieve within five years. Your goal could relate to employment, school, or other types of personal success.

2. In the rows below, you’ll find boxes labeled “benchmarks.” These are the yearly accomplishments you’ll achieve on your way toward fulfilling your goal. In the boxes marked “action steps,” write out the moves you will make to achieve the benchmarks.

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| **Five-year goal:** | |
| **Year 1 – Benchmarks** | **Action steps** |
| **Year 2 - Benchmarks** | **Action steps** |
| **Year 3 – Benchmarks** | **Action steps** |
| **Year 4 – Benchmarks** | **Action steps** |
| **Year 5 – Benchmarks** | **Action steps** |