

STEPS FOR WRITING MY PLAN OF ACTION



Answer the questions, and follow the steps to write your plan of action.

What is your goal?

What will you need help with to accomplish your goals?

What can you do on your own to accomplish your goals?

Who can help you accomplish your goals?

What is your timeline or when will you accomplish your goal?

Follow the steps below to accomplish your goals:

What is the first thing you need to do to accomplish your goal?

Step 1: _____

Timeline: _____ Who is responsible: _____

What is the second thing you need to do to accomplish your goal?

Step 2: _____

Timeline: _____ Who is responsible: _____

What is the third thing you need to do to accomplish your goal?

Step 3: _____

Timeline: _____ Who is responsible: _____

What is the fourth thing you need to do to accomplish your goal?

Step 4: _____

Timeline: _____ Who is responsible: _____

What is the fifth thing you need to do to accomplish your goal?

Step 5: _____

Timeline: _____ Who is responsible: _____

PLAN OF ACTION 1

My Goal: Buy a \$300 TV.

What I Need: Money and to find the best quality TV.

What I Can Do: I can work to earn money, save my money, watch for sale ads, go to different stores to look at TVs, read about them, ask friends about TVs.



Who Can Help: Parents can pay me for work at home, parents can take me to stores, friends and salespeople can give me information.

Timeline: I want to buy a TV in four months; by January 1.



Step 1: Make agreement with parents to do work at home for pay; ask neighbors for work doing lawns/baby-sitting; let relatives know I am saving so they might give money instead of gifts for Christmas or birthday.

Timeline: next 2 weeks
Who is responsible: Me



Step 2: Save money by not buying new clothes, going out to movies, or out to eat.

Timeline: 4 months
Who is responsible: Me



Step 3: Start looking at TVs at stores, ask friends ask friends for advice, watch sale ads.

Timeline: 3 months
Who is responsible: Me



Step 4: Make a decision about where to buy and what brand to buy.

Timeline: by January
Who is responsible: Me



Step 5: Buy a TV after I save enough money

Timeline: by January
Who is responsible: Me