BACKWARD PLANNING

| What is the goal you are trying to accomplish? | | |
|--|--|-----------|
| GOAL | | Due Date: |
| W | /hat actions need to be taken to accomplish this goal? By what d | ate? |
| Action Step 1 | | Due: |
| Action Step 2 | | Due: |
| Action Step 3 | | Due: |
| Action Step 4 | | Due: |
| Action Step 5 | | Due: |
| Action Step 6 | | Due: |
| Action Step 7 | | Due: |
| Action Step 8 | | Due: |
| Action Step 9 | | Due: |
| Action Step 10 | | Due: |

How much time do you need to set aside for each action step?

| Time Span (days or hours) | Actions (Describe the tasks to be completed and the action step they will serve.) |
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