

Make one goal plan

Type in a PDF reader that supports forms, or print and write. Use short answers. No app or account required.

1. Desired result

2. Why this result matters to you

3. What evidence will show it is complete?

4. Result deadline (or: exploratory)

First review date

5. Repeatable action: what counts as one completion?

6. When and where will you act?

7. What time, materials or support do you need?

8. Likely obstacle and planned response

9. First concrete step and when you will take it

Use page 2 to review the result and actions separately. Adjust future plans, not old reports.

Review the evidence

Return on your review date. Describe what happened before deciding what to change.

1. Which plan are you reviewing, and on what date?

2. Inspect the result: what is complete, missing or still unknown?

3. Action reports: separate Done, rest, known miss and no report

4. What do those actions establish? What do they not establish?

5. What will you change from now on, and why?

6. Next concrete step

7. Next review date

No report means unknown. A completed action does not certify that the desired result is complete.