

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

Finish a first draft about a neighborhood walk.

2. Why this result matters to you

Have a complete piece to revise, rather than only notes about wanting to write.

3. What evidence will show it is complete?

At least 600 words, with an opening, three observations and a closing. Inspect the saved draft; daily check-ins alone do not prove this.

4. Result deadline (or: exploratory)

November 6, 2026

First review date

October 18, 2026

5. Repeatable action: what counts as one completion?

Work on the draft or its outline for five minutes each day. Writing, revising and outlining count; only opening the file does not.

6. When and where will you act?

After clearing the dinner plate, open the draft at the desk.

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

A saved draft file and a short list of observed details from the walk.

8. Likely obstacle and planned response

If dinner ends away from home, use the agreed evening reminder to work later. Note the later start separately from the original cue.

9. First concrete step and when you will take it

On October 12 after dinner, create the draft file and write three bullet notes about the walk.

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?

Neighborhood-walk draft | Review: October 18, 2026

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

The saved draft has 250 words, an opening and two observations. The third observation and closing are missing. It is in progress before its November 6 deadline.

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

Oct 12: Done, 5 min; opening; draft 90 words.
Oct 13: Done, 5 min; first observation; 160 words.
Oct 14: Known miss, 0 min; draft unchanged.
Oct 15: Done, 5 min; outline revised; 160 words.
Oct 16: Done, 5 min; second observation; 250 words.
Oct 17: Rest day; draft unchanged.
Oct 18: No action report; draft inspected at review.

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

Four actions are confirmed complete. One was a known miss, one was rest and one is unknown. The draft is unfinished; outlining can satisfy the action rule without adding words.

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

Use the next work block for the third observation, then the closing. Keep the action rule for now; check the draft separately instead of treating Done as finished.

6. Next concrete step

Write the third observation. Then review the opening and add a closing before expanding toward 600 words.

7. Next review date

October 25, 2026

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