**<insert name of plan here> Action Plan, <insert today’s date here>**

<Explain briefly what triggered the creation of this Action Plan. What events led me to decide to take this Action Plan?>

**The Goal**

Here’s how I know when I’m finished: <fill in a definition of when the Action Plan will be done>

**Analysis of my Motivation**

* What will happen if I complete this plan?
* What will happen if I don’t complete this plan?
* Which of the above two questions gives me the stronger emotional reaction. Am I taking this this Action Plan because I want something wonderful or because I fear something awful?
* Warning: If my motivation is mainly to avoid something awful, rather than to get something wonderful, then I may need to rethink things, because negative motivations only work well in the short-term. If this is a long-term plan, I’d better come up with a strong positive motivation, or this Action Plan is probably never going to get done.

**The Plan**

Here are the steps I’ll take to get there.

<first step here>