**BACKWARD PLANNING**

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| **What is the goal you are trying to accomplish?** |
| **GOAL** |  | **Due Date:** |
|
| **What actions need to be taken to accomplish this goal? By what date?** |
| **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?**

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