

BACKWARD PLANNING

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?

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