

Goal Action Plan Worksheet

Move from readiness to milestones, obstacle planning, and progress.

Web version: <https://beyondpsychub.com/goal-action-plan-worksheet/>

Matching assessment: <https://beyondpsychub.com/goal-readiness-assessment-coaching/>

Use this worksheet after the Goal Readiness Assessment to convert a meaningful, workable goal into milestones, obstacle plans, accountability, and a simple weekly review.

Important disclaimer

This worksheet is for coaching, personal development, education, and self-help purposes only. It is not a medical, psychological, or psychiatric assessment, diagnosis, psychotherapy, or treatment tool. If you have a diagnosed condition, think you may have one, or are experiencing persistent or concerning physical or mental-health symptoms, discuss your situation with a qualified medical or mental-health provider. Do not delay professional care because of information or exercises in this worksheet.

Step 1: Define the Goal Clearly

My goal

Why it matters

What success would look like

Target or review date

Step 2: Identify the Smallest Useful Version

Full goal

Smaller version that still matters

First 30-minute action

Step 3: Build Three Milestones

Milestone	What must happen?	Target date	Evidence of progress
1			

Milestone	What must happen?	Target date	Evidence of progress
2			
3			

Step 4: Plan for Obstacles

Likely obstacle	Early warning sign	If-then response

Step 5: Support and Accountability

Who can support me? _____

What exact support do I need? _____

How often will I check in? _____

What will I do if I stop making progress? _____

Step 6: Weekly Review

- What did I complete?
- What did I learn?
- What obstacle repeated?
- Is the goal still meaningful?
- What is the next smallest useful action?

Action focus: When progress stalls, adjust the goal, plan, environment, or support before assuming you need more willpower.

Key Takeaways

- Clear goals are easier to act on.
- Milestones turn intention into visible progress.
- Obstacle planning reduces reliance on motivation alone.
- Review and adjustment are part of good goal management.

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