Once you’ve chosen a goal, the most important next step is to make a detailed plan for reaching it. Take your time and think carefully about your plan.

**Write your goal here:**

Example: 20 minutes of exercise at least 4 times a week. Do this for 3 weeks.

### What will you do to meet your goal?

- What is the specific action for your goal?
- How and when will you do this?
- What will your milestones be?

Example:
Walk around my office building for 20 minutes at lunchtime. Each week I walk 4 times it is a milestone.

### How will you track and report your progress?

- How will you keep track?
- Who will you report to and how often?
- How will you reward yourself?
- Who will support you? This might include healthcare providers, family members, friends, or group leaders.

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<th>Person or team</th>
<th>How they can help</th>
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Example:
**Tracking:** Every time I go I’ll put a check mark on the calendar at my desk.

**Reward and report:** Each milestone I’ll buy new music to listen to while walking. After 3 weeks, I’ll email my doctor with the good news and I’ll make a new goal with more minutes.

**Support:** My co-worker will remind me to go. Every night I’ll tell my wife if I walked.

### What might get in the way?

- In what situations will this be most difficult for you?
- What can you do in these situations? How could you overcome this?

Example:
I might not feel like walking when I’m discouraged. When this happens, I’ll invite a co-worker to go with me.

I might not be able to walk at lunch if I have a meeting during that time. When this happens, I’ll walk after work.

### What will you do when you get off track?

Most people get off track now and then. What will you do to get back on?

Example:
If I miss a few days I’ll commit to starting again the next Monday.

### What else could help?

This might include websites, trackers, more information, a partner to do this with, or community groups.

Example:
I want to find out if there’s a fitness program at my work.