

ACTION STEPS

Action steps are what you do to reach your Goals. Plan out your action steps and put them on your calendar and to do lists. Soon you will be checking your Goals off as accomplished! *For example:*

Goal = Create social media profiles that support my brand identity with matching profile pics and cover art

Mark your Action Steps on your calendar so they become a To-Do list:

- week 1: Research social media outlets to find the three sites I want to use.
- week 2: Create first profile and make a post introducing myself
- week 3: Create second profile and make a post introducing myself
- week 4: Create third profile and make a post introducing myself

GOALS	Action / To Do	Action / To Do	Action / To Do	Action / To Do
<i>example:</i> Goal: Create social media profiles that support my brand identity	due by _____ Research different social media outlets & choose 3 which support objectives & goals, & fit me	due by _____ Create Google+ profile and make intro post	due by _____ Create Twitter profile and make intro tweet	due by _____ Create FB profile and make intro post