

# My Into Work Action Plan

Navigating the journey to employment can feel overwhelming, but creating a plan can help you focus on the key steps to achieve your goals. Use the table below to map out what you want to achieve, the steps you need to take, the people who can support you, and your timeline.



<b>What is my goal or objective?</b> Goals should be Specific, Measurable, Attainable, Relevant and Timely (SMART).	<b>What steps do I need to take to achieve this?</b> Think about SMART steps. Explain, in detail, how to achieve them.	<b>Who will do this?</b> Who can support you to achieve these goals?	<b>When will this happen?</b> Include the timescales in days/months.	<b>Tick once completed</b>
Goal/objective 1				
Goal/objective 2				
Goal/objective 3				
Goal/objective 4				
Goal/objective 5				
Goal/objective 6				
Goal/objective 7				
Goal/objective 8				

