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| --- | --- | --- | --- |
| **What are your overall aims or objectives?** | **What actions will you take to move you towards achieving your aim?** **Each action should be SMART (Specific, Measurable, Achievable, Relevant and Time-bound).** | **When will you do this by?** | **Note anyone or thing you will need to do this:**  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

***Please do not put me in a drawer – pin me on your wall or add the actions to your planner/schedule/to-do list***