

ACTION PLAN

GOAL: I am a university lecturer and tutor and my goal was to be able to speak comfortably, confidently and clearly in front of university students for a one hour class. (Set SMART goals)

Today's date: 12th June 2006

Goal completion date: Dec 20, 2006

Objective (What needs to be done)	Resources needed (money/time/people)	Measurement of task completion	Target date	Status
Attend a public speaking course	\$200 for a weekend course.	Attend course	September 2006	Done
Personal training with books on public speaking	\$50 for two books on public speaking	Read books and make notes	July 2006	Done
Join toastmasters – practice in a friendly environment	\$70 for a year membership and keep Tuesday nights free	Attend weekly toastmasters	Immediate	Done
Use opportunities in academia to do public lectures and tutorials	Continue to lecture at university	Maintain lecturing for 6 hrs per week	Immediate	Done
Rate confidence for each talk	Download weekly goal setting sheet	Self evaluation	Immediate	Done

Possible difficulties – nervousness of public speaking, time commitments to do attend course and do readings.