

# 4-H Project Action Plan Worksheet

**These 2 pages are for your use only. Do not include them with your record book.**

The Action Plan worksheet will help you to determine your project goals for the year. It is best to have clear goals when starting on your 4-H project. List some goals you will set for yourself in each project this year (use one worksheet for each project). They might be things you want to learn, to do, or to achieve in this project. Your goals should be specific, measurable, and realistic. You must be able to evaluate if you have achieved your goals.

Use this worksheet when you get ready to start filling out your Project Record Book. Write your goals in Part 1. In Part 2, list your individual actions, group learning activities, and fair exhibits in the appropriate sections. The whole idea of having you set goals, think about what you need to do to accomplish those goals, and then actually do it, is to show you that YOU can do it!

Sample Goal: I want to learn how to trim my goat's hooves properly by fair time.  
**This is a specific skill; you either learn how to do it by fair time or not (measurable) and this is something you can do physically based on your age and size (realistic).**

Write your goals here: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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To achieve your goals, you need a plan of action. This is a step-by-step list of what to do, what resources are needed, and who can help. Write your plan of action below.

1. Information to Gather (What do I need to find out?)
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
  - d. \_\_\_\_\_
  - e. \_\_\_\_\_

2. Resources needed (people, publications, material, equipment, etc.)
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
  - d. \_\_\_\_\_
  - e. \_\_\_\_\_

3. Steps to take to Achieve Goal

- a. \_\_\_\_\_ Target Month: \_\_\_\_\_
- b. \_\_\_\_\_ Target Month: \_\_\_\_\_
- c. \_\_\_\_\_ Target Month: \_\_\_\_\_
- d. \_\_\_\_\_ Target Month: \_\_\_\_\_
- e. \_\_\_\_\_ Target Month: \_\_\_\_\_
- f. \_\_\_\_\_ Target Month: \_\_\_\_\_
- g. \_\_\_\_\_ Target Month: \_\_\_\_\_

4. Skills I Need to Learn or Improve Upon

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_
- e. \_\_\_\_\_

