

PLAN-DO-REVIEW TOOL

First, identify your big goal, also known as a milestone, and then use the tool that follows to plan for each smaller goal to get to your milestone.

Major Milestone:

What are you are trying to improve and how will it benefit your family?

What is the first goal under this milestone?

What are the small steps toward your goal? Keep the steps small so they are manageable and progress can be made.

For each step needed to reach the goal, have a separate Plan-Do-Review sheet, found on the following page.

STEP 1	
STEP 2	
STEP 3	
STEP 4	

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STEP#: _____

PLAN:

What actions will be taken? What role will family members play? Who will do it (include family members)?
When will it be done? Where will it be done?

DO:

The participant and their family implement the plan and carry out actions.

REVIEW:

Yes

NO

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STEP#: _____

PLAN:

What actions will be taken? What role will family members play? Who will do it (include family members)?
When will it be done? Where will it be done?

DO:

The participant and their family implement the plan and carry out actions.

REVIEW:

How did it go? Did things happen according to the plan? How did the plan work for your family? What was successful? Were there any unexpected developments or outcomes? How did the plan impact the family? Were any action steps added or missed? Did things happen on time?

Yes | Celebrate and continue the plan. Continue to check and adjust as needed.

No | What changes are needed? What will you do next to keep the plan on track?
