Alignment of Actions Tool

Used for goals of an individual, couple, family, group, team, projects, etc. **1)** Review the 6 questions from the "Set Direction Tool" before proceeding. **2)** Momentum and Results; determine the first goal you want and place it in the top box. **3)** Right Things; in the first column, write down the top four actions within your goal that must be accomplished for it to be accomplished. **4)** Right Way. In the middle column, write down any qualifiers or descriptions of the actions. Ask yourself, "What is the best way(s) to do this action?" **5)** Right Time. As you look at what you have written, look for actions that are interrelated or sequential. Ask yourself if there are some that must be in process or finished before another can start? Are there actions that need attention daily, weekly, etc. Use the right column to sequence the four actions. **6)** Repeat this process for the other goals that must be accomplish, breaking them into manageable and sequenced actions. **7)** Action Point: In the right column, put the date you will start and complete the action.

Name _____ Situation _____ Time Frame _____

Desired Result		
Right Things	Right Way	Right Time