



Aim, Arm, Act[®] Worksheet

Date: _____

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Aim

What is my purpose? What mission element am I trying to support/enhance/correct?

My overall purpose is: _____

What is the purpose of this particular action? What behavioral change are you hoping to see?

My situational purpose is: _____

Arm

Describe the concern, challenge, opportunity, problem, etc. Be precise and concise. The better you describe the problem, the more accurate the solution.

What: _____

What facts, feelings, attitudes do you need to plan around? What predisposing factors are in the situation?

Why: _____

What do I need to change, start doing, or stop doing to shape myself to exactly fit this situation? Think of resources, education, policies, skills, etc.

Steps to shape for action: _____

Act

What action will you take as a result of your planning? When and how will you ensure accountability? Set a target date and report progress to someone.

Actions you will take now: _____

