Name_____ Week of_____ to _____

Next Meeting_____

Goal(s)_____

Instructions: Once you set your goal, plan the specific tasks you're going to work on to reach your goal. These tasks are your required activities until your next meeting. You will need to refer to the agreed upon activities in the Employability Plan.

Make sure your goal and action steps are **S**pecific **M**easurable **A**chievable **R**ealistic **T**ime-based.

Date	Activity (What I did). Separate out each activity.	Actual hours/How long did it take?	Office Use Only Component Code

My signature below acknowledges all information submitted on this form and all information submitted as verification of completed activities is true and accurate. I understand the Pathways Program may request additional verification. I also understand that failing to provide true and accurate information may result in loss of my TANF grant.

_____ _____ _____

Signature Date CA Initials