

30-Day Goal Action Plan

Break your big idea into small wins — and stay on track, one week at a time.

Your 30-Day Focus Goal

What's the one outcome you want to work toward this month?

Example: “Complete and submit 5 internship applications.”

My Goal: _____

Why This Goal Matters to Me

Write a few sentences about what this will help you achieve or feel.

Weekly Milestones & Action Steps

Week	Focus	Small Action Steps	Progress Notes
1	Set Up & Plan	<ul style="list-style-type: none">• Finalize goal• Block time in calendar• Prep materials needed	
2	Take First Steps	<ul style="list-style-type: none">• Research opportunities• Reach out to 2 people• Draft key documents	
3	Push Forward	<ul style="list-style-type: none">• Submit 2–3 items• Get feedback from mentor• Tweak and improve	
4	Wrap Up & Reflect	<ul style="list-style-type: none">• Submit final items• Reflect on results• Plan what's next	

Obstacles I Might Face & How I'll Respond

Challenge

Plan to Overcome It

Procrastination Use 25-min timers and break big tasks into micro-goals

Challenge	Plan to Overcome It
Self-doubt	Check in with a coach or peer weekly
Overload	Prioritize top 1–2 actions per week

End-of-Month Reflection

- What did I accomplish? _____
- What worked really well? _____
- What would I change next time? _____
- Do I want to keep going or start something new? ____

Goal: “Apply to 5 summer internships by the end of the month

WEEK 1 – Set Up & Plan

Focus: Gain clarity and set up your environment

- **Day 1:** Define your goal and why it matters. Write it out.
 - **Day 2:** Do a values or interest assessment to align your job search.
 - **Day 3:** Identify what kind of roles/industries interest you.
 - **Day 4:** Make a list of 10 target companies or programs.
 - **Day 5:** Update your resume using a template.
 - **Day 6:** Create or refresh your LinkedIn profile.
 - **Day 7:** Reflect: What did you get done? What are you still avoiding?
-

WEEK 2 – Career & Opportunity Mapping

Focus: Start exploring and taking action

- **Day 8:** Pick 3 roles from your target list and read their job descriptions.
 - **Day 9:** Write a rough draft of a cover letter for one of them.
 - **Day 10:** Reach out to one alumni or professional on LinkedIn.
 - **Day 11:** Track your outreach and follow-up plans.
 - **Day 12:** Apply to Internship #1.
 - **Day 13:** Prep for possible interviews: review common Qs.
 - **Day 14:** Reflect: How do you feel about your progress? What do you need next week?
-

WEEK 3 – Productivity & Self-Management

Focus: Stay consistent and reduce burnout

- **Day 15:** Block time on your calendar for “job search hours.”
 - **Day 16:** Use time batching to write/edit 2 more cover letters.
 - **Day 17:** Apply to Internship #2 and #3.
 - **Day 18:** Revisit your resume and tailor it for Internship #4.
 - **Day 19:** Follow up on your LinkedIn outreach or email.
 - **Day 20:** Take a break or do something to recharge!
 - **Day 21:** Reflect: What helped your productivity most this week?
-

WEEK 4 – Launch Plan + Accountability

Focus: Final push and plan your next steps

- **Day 22:** Apply to Internship #4 and #5.
- **Day 23:** Review your application tracker.
- **Day 24:** Draft thank-you notes in case of interviews.
- **Day 25:** Set a plan for ongoing applications beyond this month.
- **Day 26:** Review your wins (resume built, 5 apps out, etc.)
- **Day 27:** Identify what habits helped you most.
- **Day 28:** Optional: Reach out to a coach or accountability partner.
- **Day 29:** Final reflection — what changed for you this month?
- **Day 30:** Celebrate progress — no matter the outcome, you took action.