**Action Plan:** Decide which areas you want to focus on in the next 12-18 months, and identify **S**pecific, **M**easurable, **A**ctionable, **R**ealistic, and **T**imely (SMART) milestones that will help you achieve your long-term goals (column 1). For each milestone, define your approach or strategy (column 2), a realistic timeframe (column 3), and resulting output (column 4). The output should be easily measured, so you know whether you have met your goal. Add rows as needed; you can skip any sections not currently relevant to you.

1. **Research (e.g., fieldwork, modeling, data visualization, translation)**

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| **Milestones** | **Approaches/Strategies** | **Deadline** | **Outputs** |
| *Example*: Answer the question “How does water quality vary seasonally/temporally?” | Resample the same 5 DWS wells in Hualalai in Mar, Aug & Dec | Mar 2021 (fieldwork)  Aug 2021 (analysis) | GIS maps showing how water quality varies at DWS wells between these 3 time stamps |
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1. **Teaching & Mentoring (e.g., teach or TA a class, mentor an undergraduate student)**

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| **Milestones** | **Approaches/Strategies** | **Deadline** | **Outputs** |
| *Example*: Teach a 3-credit class at a Community College (CC) | Contact Department Chairs at 3 CCs & ask about teaching opportunities | Spring 2022 | Taught entry level class in xx at Leeward CC |
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1. **Leadership & Teamwork (e.g., negotiation, strategic persuasion, collaboration)**

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| **Milestones** | **Approaches/Strategies** | **Deadline** | **Outputs** |
| *Example*: Attend a workshop focusing on strategies to be a better negotiator | Survey workshop opportunities on developing negotiation skills | Spring 2021 | Attended a workshop on negotiation |
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1. **Oral & Written Communication (e.g., peer-reviewed publications, grant proposals, blogs, presentations, media interviews)**

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| **Milestones** | **Approaches/Strategies** | **Deadline** | **Outputs** |
| *Example*: Submit NSF Graduate Research Fellowship Program (GRFP) proposal | Get examples of previous successful applications from other students | October 2021 | Submitted proposal. Decision expected spring 2022 |
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1. **Place & Culture**

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| **Milestones** | **Approaches/Strategies** | **Deadline** | **Outputs** |
| *Example*: Learn to pronounce and spell Hawaiian words and place names relevant to my study site | List words/place names. Consult Hawaiian language guide for help, and ask colleagues as needed | June 2021 | Written list of terms. Ability to correctly pronounce each |
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1. **Career Development (e.g., career exploration, networking, interview skills, CV writing, website development)**

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| **Milestones** | **Approaches/Strategies** | **Deadline** | **Outputs** |
| *Example*: Conduct 5 informational interviews re: tenure-track oceanography faculty positions (my career goal) | Contact tenure-track oceanography faculty at various institutions and request interviews | Jan-May 2022 (1 per month) | List of skill sets that I need to develop to be competitive for this job |
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