 **Identifying Your Maintenance Steps in 4Giveness Worksheet”**

1. **A Goal Planed:**
2. **Specific objective, Should Be To 4Give:**

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| **The Offense and steps taken** | **By Whom** | **By When** | **Resources and Support** | **Stumbling blocks** | **Implementation plan** | **Evaluation Time** |
| **What do you need to do to reach your objective?** | **The person taking the steps** | **When do you think you will complete your steps?** | **Resources are available to you.** | **Things that may be in your way.** | **How are you planning to be successful?** | **Look your steps over, and then make your decision.** |
| **Step 1:** |  |  |  |  |  |  |
| **Step 2:** |  |  |  |  |  |  |
| **Step 3:** |  |  |  |  |  |  |
| **Step 5:** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |