

# Action Plan

Specific  
Measurable  
Achievable  
Realistic  
Timed

Write a **SMART** goal using this template.

<b>Specific:</b>	What exactly do you want to achieve, in as much detail as possible?	<b>Example</b> Learn how to lead the team meeting productively and collaboratively.
<b>Measurable:</b>	How will you know when you have reached your goal? Make this a quantifiable value (try to assign a number to it).	<b>Example</b> <ul style="list-style-type: none"> <li>• Read two books</li> <li>• Have Peer Mentoring</li> <li>• Achieve goals on time, with substantial agreement</li> </ul>
<b>Achievable:</b>	List the resources needed. If you do not have them, how you can obtain them (Don't forget that time is a resource!)	<b>Example</b> <ul style="list-style-type: none"> <li>• ID two books on leading collaboratively</li> <li>• Find a mentor</li> <li>• Find assessment method</li> </ul>
<b>Realistic and Relevant:</b>	What change are you hoping to effect by reaching your goal? What outcome should result from you reaching your goal?	<b>Example</b> A team that is satisfied and respected for the quantity and quality of their achievements.
<b>Timed:</b>	When will each step be completed? Break the overall goal into mini-steps and assign a due date to each step.	<b>Example</b> <ul style="list-style-type: none"> <li>• Initial assessment 4/4</li> <li>• Read books 6/1</li> <li>• Implement lessons 7/1</li> <li>• Consult mentor 8/1</li> <li>• Final assessment 9/1</li> </ul>
<b>Root Issue:</b>	Are there any root issues that would keep you from pursuing your goal wholeheartedly? (Issues might include perfectionism, busyness, shame, discouragement)	<b>Example</b> <ul style="list-style-type: none"> <li>• Too busy to do it.</li> <li>• Pragmatism will cause me to choose productivity over collaboration or vice versa.</li> <li>• Seek help from mentor in addressing these possibilities.</li> </ul>