



## In developing the action plan, be sure that your goals and activities are SMART!

### Specific

Set goals that describe what you specifically want to accomplish. To avoid being unclear, answer the questions who, what, where, when and how.

### Measurable

Know how you are going to measure whether or not you have achieved your goal. Be specific with how you will measure your achievements. Use specific targets and indicators to determine whether you have been successful at the end of the year.

### Action Oriented

Decide how you will meet your goal. What action(s) will be done to ensure you achieve your objective? Outline your actions in the action plan.

### Realistic

Reflect on your goals and determine whether success is possible. Are there any barriers in the school that may inhibit success? Develop goals that are attainable. If you set goals that are unachievable, the school may feel the activities do not work and will likely decrease participation in the future. Assess if there is enough time, resources and support available.

### Time-Oriented

Consider how much time is needed to complete the activity and meet the goal. Setting a realistic timeline, gives the school an idea of how long they have to achieve the goal. If a timeline is not established, there may be less motivation to reach the goal because the school has no end date to focus on. The target date gives students, staff and parents the motivation to reach the goal within a specific time period. Consider factors that may influence the time it takes to achieve the goal. If you set a time frame that is unrealistic, the school may not meet the goal and feel as if they have failed.