Smart Action Plan Template

**S –** Be **Specific** about what you want to achieve, do not be ambiguous, communicate clearly.

**M –** Ensure your result is **Measurable**. Have a clearly defined outcome and ensure this is measureable (KPIs).

**A –** Make sure it is **Appropriate**. Is it an **Achievable** outcome?

**R –** Check that its **Realistic**, it must be possible taking account of time, ability and finances.

**T –** Make sure it is **Time** restricted. Set yourself an achievable time frame, set deadlines and milestones to check your progress.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Action** | **Specific** | **Measurable** | **Appropriate** | **Realistic** | **Time** | **Staff Responsible** | **Status** |
| 1. |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |  |
| 5. |  |  |  |  |  |  |  |
| 6. |  |  |  |  |  |  |  |
| 7. |  |  |  |  |  |  |  |
| 8. |  |  |  |  |  |  |  |