



S.M.A.R.T. ACTION PLANNING

SPECIFIC (and strategic)

State exactly what you want to accomplish (*Who, What, When, Where, Why*)

MEASURABLE

How will you demonstrate and evaluate the extent to which the action has been met?

ATTAINABLE

Actions are realistic and can be achieved in a specific amount of time and are reasonable.

RELEVANT (results oriented)

How does the actions tie into your key responsibilities and objectives?

TIME FRAMED

Set 1 or more target dates to guide the action to successful and timely completion (*includes deadlines, dates, and frequency*)

CHANGE CONCEPT GOAL

ACTION STEPS	TOOLS FOR IMPLEMENTATION	TIME-FRAME	RESPONSIBLE PARTY	QUALITATIVE/QUANTITATIVE DATA & TOOLS FOR MEASUREMENT
		<input type="checkbox"/>		

Check if Complete