

Activity 7 : Action Plan

A SMART goal is:

- ✓ **Specific** – The goal is clearly identified so that it answers the questions:
 - ✓ Who: Who is involved?
 - ✓ What: What do I want to accomplish?
 - ✓ Where: Identify a location, if appropriate.
 - ✓ Which: Identify requirements and constraints, if any.
 - ✓ Why: Specific reasons, purpose, or benefits of accomplishing the goal.
- ✓ **Measurable** – The success toward meeting the goal can be measured. Measurement is objective and answers the question: How will I know if I've done it?
- ✓ **Attainable** – The goal can be achieved in a specific amount of time – the scope matches the time frame. An attainable goal answers the question: Can what I want to do actually be done in the time frame I select?
- ✓ **Realistic** – To be realistic, a goal must represent an objective toward which you are both *willing* and *able* to work. A realistic goal answers the question: Am I willing and able to do this?
- ✓ **Time Bound** – The goal has a clearly defined time frame including a target date. Having a time frame answers the question: When will I achieve the goal?

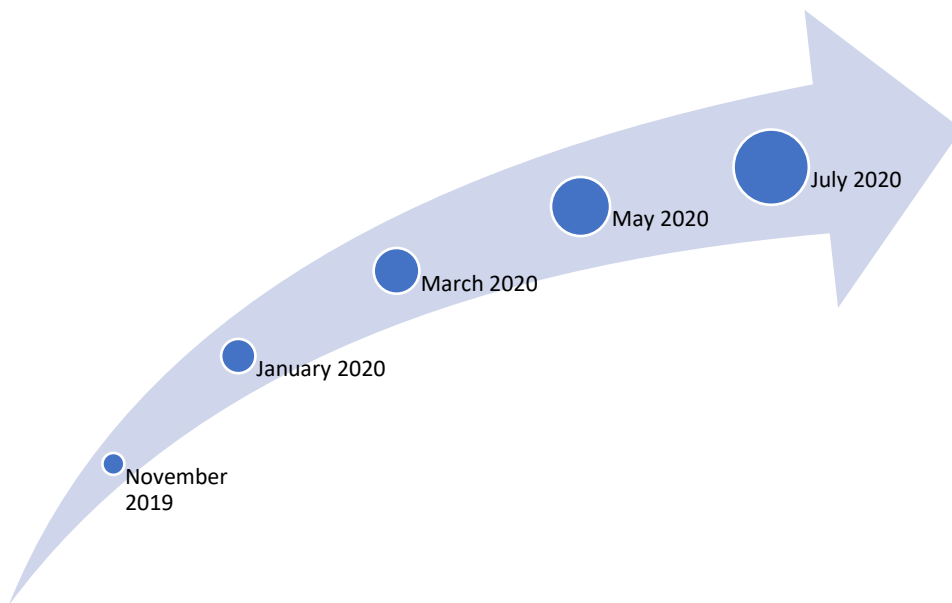
EXAMPLE:

A general goal would be, "Get in shape." But a specific goal would be, "I will join the health club on 2nd street for \$30/month and workout three days a week for the next six months in order to lower my cholesterol levels and build my aerobic capacity."

ACTION PLAN

Please work with your team in developing your action plan for holistic review implementation.

1. What is your vision for July 2020?



2. Develop four SMART goals to help you achieve your vision

a.

b.

c.

d.

3. Who are your stakeholders? What influence will they have with implementation?

4. Describe the challenges do you anticipate or have already experienced. What strategies will be used to address and mitigate these challenges?

5. What resources will be required for implementation?

6. Establish a timeline from planning to implementation

Date

- Activity
- Responsible

Date

- Activity
- Responsible

Date

- Activity
- Responsible

Date

- Activity
- Responsible

Date

- Activity
- Responsible

7. Communications Plan: How will you communicate this plan to gain visibility and interest from your community?

Target Audience	Message	Timing

8. How will you engage your target audience to accomplish your goals?

9. Evaluation: Based on your goal statements, what methods will you use to evaluate outcomes.

Goal Statement	Quantitative Metrics	Qualitative Measures	Expected outcomes <i>(specify dates)</i>