

**SMART Plan of Action**

·      **Specific**: the goals must be accurately defined. They are roadmaps that will walk you through the actions to be carried out. The more the goals are detailed and to-the-point, the more efficient your team will be. It will help you share out the tasks, and everyone will know exactly what they’re doing and with which resources.

·      **Measurable**: this second criterion implies that each goal must be quantifiable and that some indicators can be monitored in real time. Only with quantifiable results in hand can you determine whether the goal has been met or not, or whether further resources are required for completion, for example.

·      **Achievable**: make sure that your goals are in line with the available financial, human resources and skills. If not, the team’s motivation may drop off rapidly, making it difficult to track goal progress.

·      **Relevant**: the focus is on the goal’s consistency with the organization’s ongoing situation, which is not to be confused with the previous criterion. Ask yourself why you are setting this goal.

·      **Time-based**: determining deadlines will help you stay focused on the order of priorities and ramp up everyone’s efforts. The success of your goal relies on deadlines being met. If it is achieved within the set deadlines, no further resource is engaged.

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| **GOAL:**  |
| **Objectives** | **How measure** | **Resources needed** | **By when** | **Potential barriers** | **Impact** | **Next steps** |
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**Track your goal progress**

**What are the action steps you need to take to achieve this goal? Order these by priority or by their due date.**

* **Action:**
* **Action:**
* **Action:**

**Am I on track to achieve this goal? What obstacles have come up and what support do you need?**

* **Obstacle:**
* **Support:**
* **Obstacle:**
* **Support:**
* **Obstacle:**
* **Support:**

**Milestones achieved. down** **Note every time you hit one of your measurable milestones along the way.**

* **Milestone 1:**
* **Milestone 2:**
* **Milestone 3:**

**Target date. Have you achieved your goal?**