

Guidance for Writing a SMART Action Plan

You need to produce a SMART Action Plan.

It is recommended that you state one long term goal (1 year, 5 years or longer) and at least 3 shorter SMART goals to help you achieve this longer term goal.

You can use examples of templates provided or use your own design as long as it contains all the required points.

What does SMART Stand for?

Specific

Measurable

Achievable

Realistic

Timescale

Specific

Clearly state what the task/action is that you want to do/take. Why is this important at this time? How are you going to do it?

Measurable

Have a clearly defined outcome. How will you know if you have reached/achieved this goal/task? What evidence will you have to show you have reached/achieved it?

Achievable

Will you be able to achieve this goal? Will you need any help to achieve it? Do you have the resources you need to achieve it? Which factors will enable you to achieve the goal? Are there any potential barriers which might prevent/delay you in achieving this goal? How will you overcome these? Who can help you? You could break it down into more manageable steps here.

Realistic

Is this goal relevant? Does this goal fit in with your long term goal? If so, how? Is this goal easy or difficult to achieve? Can you realistically achieve this goal? (taking into consideration, time, ability, finances etc).

Time Scale

Set yourself an achievable time frame with set deadlines and points to check your progress. When will you start? What is the target deadline for reaching this goal?

Action Plan

Go back over your answers to the self-evaluation form you have just completed. Focus on the different areas and identify your current strengths, the areas you wish to develop, and consider the areas that are a priority in aiding you in your future learning. Complete the sections below.

Student Name:

Date:

Summary of my current strengths, skills and qualities: what I have achieved so far

Summary of what I need to work on, develop or improve

My Priorities: what I am going to do, when and how

How will I know that I have improved? (e.g. What changed would I expect in my work, in myself, or in the attitudes of others?)