

ACTION PLANNING GRID

An Action Planning Grid should be filled out for each SMART Goal created for the organization – this is a personal accountability sheet that allows group members to know what work they are responsible to complete in a specific timeframe.

My SMART/Stretch Goal to accomplish:

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Task/Activity List	Responsible Person	Deadline (date)	Resources Needed	Progress Check (date)



ACTION PLANNING GRID GUIDE

Once you and the rest of the organization or committee have an agreement on the goals you want to complete, you need to develop an Action Plan for accomplishing the goals. When creating an Action Plan, make sure the following components are always included:

- 1. Task**

Specify exactly what needs to be done.

- 2. Responsible Person(s)**

List the person(s) who is responsible for carrying out the task.

- 3. Date/Deadline**

Identify the date by which the task needs to be completed.

- 4. Resources**

If funds, or other resources, are needed to carry out the task, make sure the responsible person(s) knows how much they can or cannot spend.

- 5. Progress Check**

List the date the group will meet again to check in on the progress of the tasks. When you check in, consider whether the plans are producing the desired results or if your future plans need to be changed in any way.

An Action Planning Grid, like the one on the proceeding page, can be used to monitor your chapter's tasks and progress.

