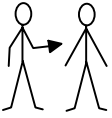


# Action Planning



You

will



learn

.....

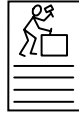


What

is

an

Action Plan?



How

to

write

an

Action Plan

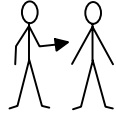


Who

can



help



you

with

this

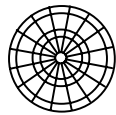


What

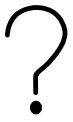
are



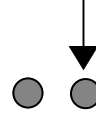
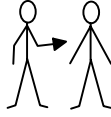
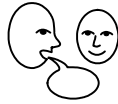
SMART



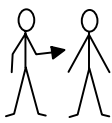
Targets?



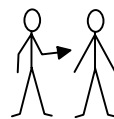
What is an Action Plan?



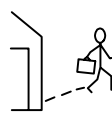
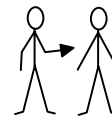
An Action Plan will tell you and other people about:-



What you are doing now?



What you would like to



do when you leave school

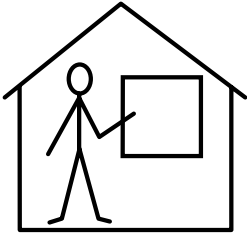
(Complete this sheet using the symbols on the separate sheet or your own photos)



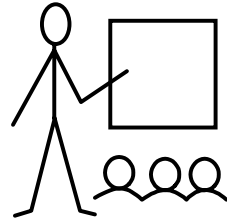
What you need to do between now and then

Who is going to do what?

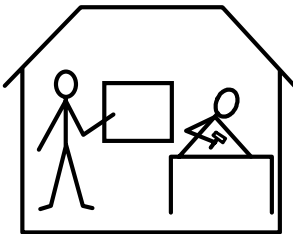
(Complete this sheet using the symbols on the separate sheet or your own photos)



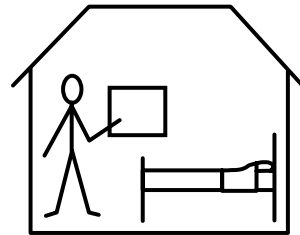
School



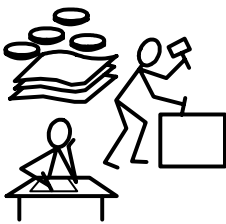
Class



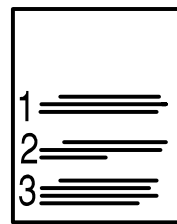
College



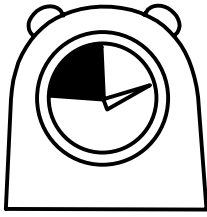
Residential College



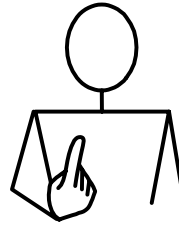
Job



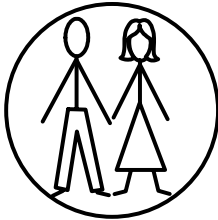
Plan



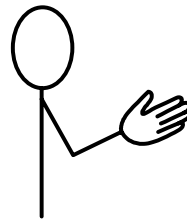
When



Me



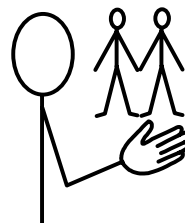
Parents



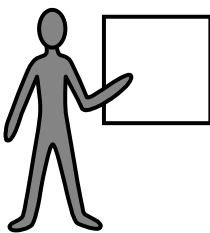
Carers



Personal Adviser



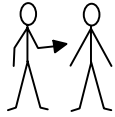
Social worker



Teacher



Action Planning means you have to:-



Think



Ask for help



Plan



Set targets

Ask for help



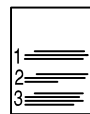
Think

Set targets



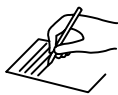
Know yourself

Know yourself



Plan

(Join the correct symbol to the word)



Try to write an Action Plan



What do



I



want

to



achieve?



When do

do



I

need

to



do



it

by?



Who

could



help



me?



What do

do



I

need

to



do?



Do

it



and



check



how



well

it

went



Who

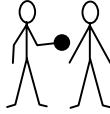


will

help

you

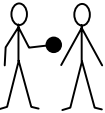
with



your



Action Plan?

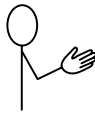


Your

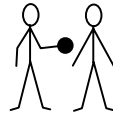


family

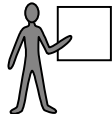
or



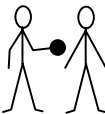
carers



Your



teacher



Your



Personal Adviser

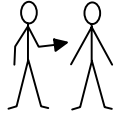
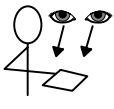
(Complete this sheet by adding symbols or your own photos)



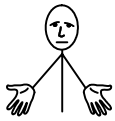
Why should I write an Action Plan?



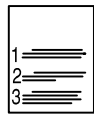
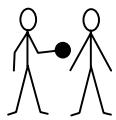
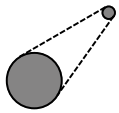
It will show you



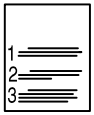
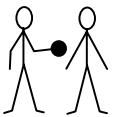
What needs to be done



How far you have got



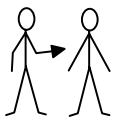
That your plans are achievable

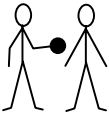


That your plans are a good idea



When you need to get things done by





Your

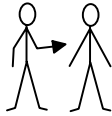


Action Plan

will

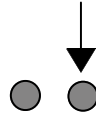


remind



you

and



other

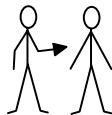


people



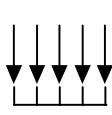
about

what

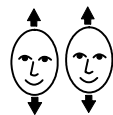


you

have



all



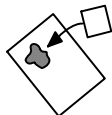
agreed

to

do

for

YOU.



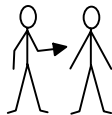
Stick

a

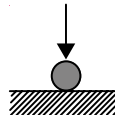


photo

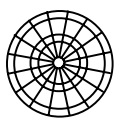
of



you

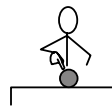
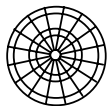
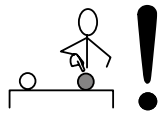


here



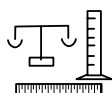
# What are SMART targets?

## S



S = Specific. The target says exactly what has to be done

## M

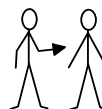


M = Measurable. It is easy to tell when the target is

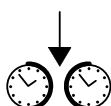


achieved

## A

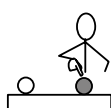


A = Achievable. This target is something you could



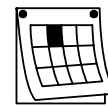
achieve quite soon

## R



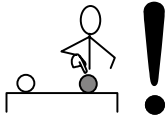
R = Realistic. This target is a sensible target

## T

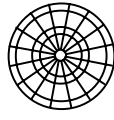
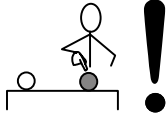


T = Time related. Target must be achieved by a set date.

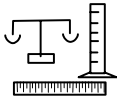
**S**  
S = Specific.



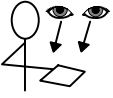
Try to write some specific targets below



**M**

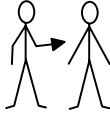


M = Measurable.



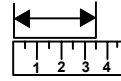
Show

some ways that

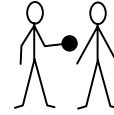


you

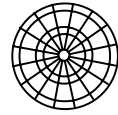
could



measure



your

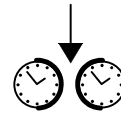
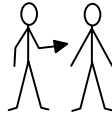
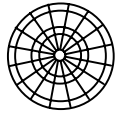


target

**A**



A = Achievable.

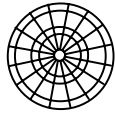


Write some targets that you could achieve quite soon

**R**



R = Realistic.

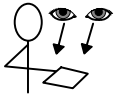


Write some sensible targets below

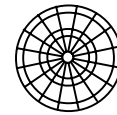
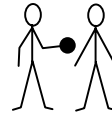
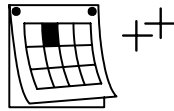
**T**



T = Time related.



Show below some possible dates for your targets



to be achieved



Now

try

and



write

**3**

three



SMART



targets

1.

2.

3.