

# Action Plan Worksheet

<b>S</b>	Specific	State exactly what you want to accomplish
<b>M</b>	Measurable	How will you demonstrate and evaluate the extent to which the goal has been met
<b>A</b>	Attainable	What is the action-oriented verb phrase
<b>R</b>	Relevant	How does the goal tie into your overall Action Plan
<b>T</b>	Time- Bound	Set a target date, the "by-when" (include deadlines, dates, frequency)

Student Name: \_\_\_\_\_

Student ID #: \_\_\_\_\_

Conduct Coordinator: \_\_\_\_\_

Case Manager: \_\_\_\_\_

Concern(s) to be addressed: \_\_\_\_\_  
\_\_\_\_\_

## SMART Goal #1

I Will \_\_\_\_\_ in order to \_\_\_\_\_ which will \_\_\_\_\_  
(Specific – do what) (Attainable – who/what) (Relevant- increase/decrease/improve)

by \_\_\_\_\_ and measured by \_\_\_\_\_.  
(Time-Bound) (Measurable)

## SMART Goal #2

I Will \_\_\_\_\_ in order to \_\_\_\_\_ which will \_\_\_\_\_  
(Specific – do what) (Attainable – who/what) (Relevant- increase/decrease/improve)

by \_\_\_\_\_ and measured by \_\_\_\_\_.  
(Time-Bound) (Measurable)

## SMART Goal #3

I will \_\_\_\_\_ in order to \_\_\_\_\_ which will \_\_\_\_\_  
(Specific – do what) (Attainable – who/what) (Relevant- increase/decrease/improve)

by \_\_\_\_\_ and measured by \_\_\_\_\_.  
(Time-Bound) (Measurable)

Approved by:

\_\_\_\_\_  
Conduct Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Case Manager

\_\_\_\_\_  
Date

## SMART Goal Example:

SMART Goal #1					
I Will	<u>attend anger management classes</u>	so that	<u>I understand what causes my angry outbursts</u>	which will	<u>improve my relationships.</u>
	(Specific – do what)		(Attainable – who/what)		(Relevant – increase/decrease/improve)
by	<u>February 12, 2016</u>	and measured by	<u>attending classes once per week for 6 weeks and a reduction in outbursts.</u>		
	(Time-Bound)		(Measurable)		

## Instructions:

1. Conduct Coordinator will complete the following sections:
  - a. Student Name, SID;
  - b. Name of the Conduct Coordinator;
  - c. Concern(s) that need to be addressed by Student and Case Manager.
2. Student will:
  - a. Schedule a meeting with a Case Manager;
  - b. Develop an Action Plan with the Case Manager, create at least two(2) goals;
  - c. Have Case Manager approve the Action Plan Worksheet by signing below the Goals;
  - d. Submit the Action Plan Worksheet to the Conduct Coordinator for approval. Forms can be submitted electronically via email [www.conduct@ucr.edu](mailto:www.conduct@ucr.edu), subject line should read:  
**ACTION PLAN APPROVAL - TIME SENSITIVE – (Name of Conduct Coordinator);**
  - e. Repeat any step(s) in the event that the Action Plan is not approved.
3. Case Manager will:
  - a. Discuss appropriate and S.M.A.R. T goals with student;
  - b. Approve the Action Plan Worksheet by signing where indicated.

## Definitions:

### **Specific**

What: What do I want to accomplish

### **Measurable:**

How much; How many; Benchmarks; Milestones; Tangible

### **Attainable:**

Doable steps; Attitudes; Self-image and/or belief; Abilities and/or skills

### **Relevant:**

Desired result

### **Time-Bound:**

Realistic timeframe