

Action Plan - Template

1. Complete the action plan to show the goals and steps you need to take. Make sure your goals are SMART. An example of each has been given to you.

Goals	Actions required to achieve goals	Time allowed or taken	Review of progress towards stated goal	Achieve goal by
<i>To complete L2 Functional Skills award</i>	<i>Attend all classes and submit work on time</i>	<i>6 months</i>	<i>Building my portfolio, finished two pieces of work with good marks</i>	<i>By the end of term 3 – June 2021</i>