

SMART Action Plan

Course Title: _____

Date: _____

Commit to applying what you've learned. Decide how and when you will put your new skills into practice and what impact you expect to see. Write down your goals and share them with your leader.

Tip for success! Put reminders in your calendar to review your progress. Have an honest conversation with yourself and your leader at each check-in so you stay on track.

When	Actions	Expected Impact
The first 4 hours back on the job	<ol style="list-style-type: none"> 1. 2. 3. 4. 	
Within the next 4 days	<ol style="list-style-type: none"> 1. 2. 3. 4. 	
By the end of 4 weeks	<ol style="list-style-type: none"> 1. 2. 3. 4. 	
In 4 months	<ol style="list-style-type: none"> 1. 2. 3. 4. 	

Keep your actions SMART. Need a refresher on SMART goals? Visit cmcoutperform.com/setting-smart-goals