

**Parent Representation Forum – Action Planning Worksheet**

<b>Goal/Objective</b> (Specific, Measurable, Actionable, Realistic, Timely)	<b>Task(s)</b> (What needs to be accomplished to make this goal a reality?)	<b>Timeline</b> (Indicate tasks and specific due dates. Think short and long term)	<b>Roles &amp; Responsibilities</b> (Clear roles and responsibilities)	<b>Strategic Plan</b> (Identify where this will fit into your strategic plan)	<b>Measureable Objectives</b> (How will this goal/objective be measured?)