

# Action Plan

An **Action Plan** is a tool that individuals and groups use to record tasks that need to be completed in order to reach targeted goals.

*Example:*

Goal—Complete homework.

Who	What	Resources	When
Student	Bring assignment notebook to class	Pencil Assignment notebook Glasses	Every day
Student	Copy homework assignment into notebook	Pencil Assignment notebook Glasses	As soon as seated in the classroom
Teacher	Assignment written on board	Chalkboard/chart paper	Before class
Homework Buddy and Student	Check assignment book for completeness and accuracy	Assignment notebook	Immediately after assignment is recorded
Student	Get signature from teacher	Assignment notebook Pencil	As leaving class
Student	Take assignment notebook and materials home	Assignment notebook Binder Homework materials	End of day
Parent	Provide space and time for homework completion	Table/desk Light Materials Quiet	Each evening
Student	Actively complete homework	Materials needed	Each evening during time established
Student	If confused, get help from parent or homework buddy	Materials Phone	As needed
Student & Parent	Have parent check off that homework has been completed	Completed assignment Assignment notebook	Each evening
Student	Put completed assignment in binder	Completed assignment Binder	When completed
Student	Take homework/binder/completed homework assignment to class	Homework Binder	Next day

