SMART Action Plan Template

Use this template to break down your Green Impact and sustainability ambitions into SMART objectives.

**S**- Be **Specific** about what you want to achieve, do not be ambiguous, communicate clearly.

**M**- Ensure your result is **Measurable**. Have a clearly defined outcome and ensure this is measureable (KPIs).

**A**- Make sure it is **Appropriate** and relevant to your sustainability priorities. Is it an **Achievable** outcome?

**R-** Check that its **Realistic**, it must be possible taking account of time, ability and finances.

**T-** Make sure it is **Time** restricted. Set yourself an achievable time frame, set deadlines and milestones to check your progress.

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| **Action** | **Specific** | **Measurable** | **Appropriate** | **Realistic/Resourced** | **Time** | **Who is Responsible** | **Status** |
| 1. |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |  |
| 5. |  |  |  |  |  |  |  |
| 6. |  |  |  |  |  |  |  |
| 7. |  |  |  |  |  |  |  |