



ONTARIO EDUCATION SERVICES CORPORATION

Good Governance for School Boards

Trustee Professional Development Program

Generic Action Planning Worksheet

Adapted from *Appendix B: National Standards for Parent/Family Involvement Programs* (1998)

Complete this process for every goal you have set.

Setting a Goal: Use the SMART Goals hand-out to help you select a reasonable goal.

Goal: _____

Who needs to be consulted?

Who needs to be kept informed?

First Steps: Begin to plan by identifying small, incremental steps towards your goal.

What will be done?

Who will do it?

When will it be done?

Materials/Resources Needed:



Measuring Success: How will you know you have achieved your goal?
