**Instructions:** This tool is used to develop a workplan that allows the youth and team to plan and progress monitor as they work toward one of the youth’s major goals.

First, fill in the appropriate student information. Then insert the long-term goal the youth and team have identified.

Below the long-term goal there are a series of grids, each for one short-term goal. Insert each of the short-term goals the youth and team have identified in its own grid.

Indicate when each short-term goal needs to be completed. List the steps needed to complete the short-term goal in the left column of the grid. The simple Action Planning Tool will help you – it generates a list of steps for a short-term goal during each meeting.

For each step, the youth and team should articulate what resources, materials, and supports are needed and list them in the adjacent column. Team members responsible and dates for completing each step are logged in the next two columns.

The status column is used to determine whether the step is complete, incomplete, or not started. The comments box can be used to log more specific information about the status.

**Student:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade\_\_\_\_\_ **Date Created:** \_\_\_\_\_\_ /\_\_\_\_\_\_ /\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **Long-Term Goal:** |  |

|  |  |
| --- | --- |
| **Measurable Short-term Goal # 1****We want to reach****this goal by (date):** | **Updates: Indicate Date Reviewed and Status****Status: C**=**complete, I**=**in progress, N**=**not started** |
| **Date:****Status:** | **Date:****Status:** | **Date:****Status:** | **Date:****Status:** |
| **Team Members:**  |
| **Activities to Reach Goal #1** | **What Resources, Materials,** **or Support Do I Need?** | **Person(s)****Responsible** | **Target****Date** | **Date Reviewed and Status** | **Comments** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

|  |  |
| --- | --- |
| **Measurable Short-Term Goal #2****We want to reach****this goal by (date):** | **Updates: Indicate Date Reviewed and Status****Status: C**=**complete, I**=**in progress, N**=**not started** |
| **Date:****Status:** | **Date:****Status:** | **Date:****Status:** | **Date:****Status:** |
| **Team Members:** |
| **Activities to Reach Goal #2** | **What Resources, Materials,** **or Support Do I Need?** | **Person(s)****Responsible** | **Target****Date** | **Date Reviewed and Status** | **Comments** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

|  |  |
| --- | --- |
| **Measurable Short-Term Goal #3****We want to reach****this goal by (date):** | **Updates: Indicate Date Reviewed and Status****Status: C**=**complete, I**=**in progress, N**=**not started** |
| **Date:****Status:** | **Date:****Status:** | **Date:****Status:** | **Date:****Status:** |
| **Team Members:** |
| **Activities to Reach Goal #3** | **What Resources, Materials,** **or Support Do I Need?** | **Person(s)****Responsible** | **Target****Date** | **Date Reviewed and Status** | **Comments** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |

|  |  |
| --- | --- |
| **Measurable Short-Term Goal #4****We want to reach****this goal by (date):** | **Updates: Indicate Date Reviewed and Status****Status: C**=**complete, I**=**in progress, N**=**not started** |
| **Date:****Status:** | **Date:****Status:** | **Date:****Status:** | **Date:****Status:** |
| **Team Members:** |
| **Activities to Reach Goal #4** | **What Resources, Materials,** **or Support Do I Need?** | **Person(s)****Responsible** | **Target****Date** | **Date Reviewed and Status** | **Comments** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Keeping Track**

*Use this part of the form about once a month to review with the youth. This will help keep track of progress being made as well as inform decisions to make around the plan.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Data we are tracking | Last semester | This semester (so far)Date: | This semester (so far)Date: | This semester (so far)Date: | This semester (so far)Date: | My goal for this data(If applicable) |
| Grades (by class): |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Days out of school (unexcused) |  |  |  |  |  |  |
| Other: |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |