SMART Goal Guidance

Each workshop reflection should end with an Action Plan for you to complete following the workshop. The easiest way to create a clear Action Plan is by setting SMART Goals.

What do we mean by SMART Goals:

S - Specific - Make your goal as simple and specific as possible.

M - Measurable - How will you measure whether you have met your goal?

A - Achievable - How will you meet your goal?

R - Results - What is the product of reaching your goal?

T - Timescale - Set a timescale for the task.

The 500 word overall summary should then be a discussion of how you have implemented your action plan for each workshop topic and any thoughts/questions/comments/improvements to date. You should proofread your application before submitting. A good application will have been checked for spelling and grammar.
Top tips for your submission:

- Each workshop reflection should contain a clear and specific action plan.
- Review the success of your action plans in the overall summary.

There are resources to help you with your action planning here.