# HOMEWORK – ACTION PLAN

Name _____  Class # _____

Dealership _____  Date _____

**S** Specific    **M** Measurable    **A** Achievable    **R** Relevant    **T** Time-bound

| | |
|---|---|
| Current Situation or Challenge to be Addressed: | |
| Current Performance Level (include specific measure): | |
| Goal (what do you want to achieve?) | |
| Goal Performance Level (include specific measure) | |

| | | | |
|---|---|---|---|
| Goal Start Date: | | Goal End Date: | |
| First Check-in Date: | | Performance Objective: | |
| Second Check-in Date: | | Performance Objective: | |
| Third Check-in Date: | | Performance Objective: | |
| Fourth Check-in Date: | | Performance Objective: | |

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| | |
|---|---|
| How does your goal align with the dealers' vision? | |
| What are the potential benefits of achieving your goal? | |
| What are the potential consequences if you don't achieve your goal? | |
| Why is the goal important to you? | |
| Potential Obstacles | |
| Potential Solutions | |
| BOTTOM LINE! Financial Impact of Achieving Your Goal (expressed in dollars) | |

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What specific actions or steps will you take to accomplish your goal? What will you do differently or improve? For each, be sure to include necessary resources, who is accountable, the measurable result, and dates.

| SPECIFIC ACTION/ STEP | NECESSARY RESOURCE(S) | ACCOUNTABLE PERSON(S) | EXPECTED RESULT | START, END, & CHECKPOINT DATES |
|---|---|---|---|---|
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As you work toward your goal, it's important to have interim check points with specific, measurable objectives so your team can hold themselves accountable. If everyone knows the goal and objectives, you don't have to spend your valuable time micromanaging.

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Once you've accomplished your goal, added or adjusted policies, procedures, and behaviors, now what? How will you ensure you and your staff do not fall back into the previous habits that produced poor results? Be specific.

Describe any planning or implementation meetings conducted as part of development of your plan.

Sponsor Signature: _____