

# ACTION FORM

## SELF-STUDY PROCESS (STEP 4)



**Purpose:** This form is used to move from the planning stage to creating a clear, structured action plan that outlines the specific steps and tasks needed to achieve a goal. It serves as a roadmap, breaking down the overall goal into smaller, manageable actions.

**Instructions:** Begin by reviewing the completed **Planning** and **Goal Setting Forms**. Use the chart below to outline each action step that supports the goal—identifying who is responsible, the timeline, necessary resources, and how progress will be measured.

Focus area	Action step(s)	Who is responsible	Target date(s)	Resources needed	Evidence
E.g., Daily schedule	1. Review current morning schedule	Me (lead)	Sept 15	Copy of current schedule	Notes on possible change
	2. Meet with assistant and director to discuss update and brainstorm ideas	Me (lead)	Sept 18	Meeting time, my notes about possible change	Meeting held, ideas noted
	3. Revise schedule to add 15 minutes to free play after morning meeting and eliminate the group bathroom break. Instead, we'll give each child a bathroom reminder during the last part of free play before cleaning up to transition outside.	Me (lead)	Sept 22	Current schedule to revise, notes from meeting	Revised schedule with changes
	4. Test revised schedule-monitor and adjust	Me and assistant teacher	Sept 23 to Oct 1	Updated schedule, timer to ensure 1 hour of free play	Notes show time consistently met and children are engaged with less waiting.

Classroom/Teacher name: \_\_\_\_\_ Date: \_\_\_\_\_

Monitor how it's going by observing and gathering feedback. Think about what's working, adjust your approach if needed, and document your progress to guide future planning as you start a new self-study cycle.