

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)	Target date(s)	Resources needed	Evidence
E.g., Group time	1. Review current morning schedule	Sept 15	Copy of current schedule	Notes on possible change
	2. Brainstorm ideas and discuss with the children what activities to keep during group time	Sept 18	Meeting time, my notes about possible change	Meeting held, ideas noted
	3. Revise schedule to reduce group time- this time will only incorporate circle time activities and the art activity typically done as a group will be offered as a choice during free play	Sept 22	Current schedule to revise, notes from meeting	Revised schedule with changes
	4. Test revised schedule-monitor and adjust	Sept 23 to Oct 1	Updated schedule, timer to ensure group time is limited to 10 minutes	Notes show that group time is consistently limited to 10 minutes. Children are more engaged because it's shorter. This has also allowed for more free play time.

Provider Name: _____ Date: _____

Monitor progress by observing, gathering feedback, making adjustments, and documenting to guide your next self-study cycle.