








Goal Setting & Action Planning

1. Create a list of priorities

Review the entire roadmap. For each section, please copy the statement that you indicated as the area you are most interested in working on.

Section	Statement
 Food Procurement	
 Food Production	
 Meal Service	
 Culture	
 Support & Infrastructure	

Example:
Support & Infrastructure *Makes long term investments in our program, such as applying for grants or replacing old equipment*

2. Write a smart goal and create an action plan

Pick one of the statements above and write a SMART goal. Be as specific and realistic as possible by using the SMART goal prompts alongside to guide your goal setting process.

Example Goal: The food service director will submit a completed application for the OPI Equipment Grant by November 5th, 2021.

Specific: Who? What? When? Where? How?

Measurable: How will you know when you have achieved your goal?

Achievable: Is the goal realistic?

Relevant: Why is this goal meaningful to you?

Time Bound: What is a realistic time frame?



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My goal: _____

Goal start date: _____ Target completion date: _____

Steps I will take to reach my goal timeframe (*When will you complete each step?*)

1. _____
2. _____
3. _____
4. _____
5. _____

People I can reach out to for support in meeting this goal (*list at least one person*):

Resources I will need to help me reach this goal:

How will you measure your success in meeting this goal?



3. Document your completed goal and repeat!

Once you meet your goal, document that you have completed it. Consider revisiting your priority list and goals to set another action plan. Repeat this process until you have completed everything on your priority list on page 10.
