1. **Define your priorities.**
	1. Use the self-assessment tool or ACP rubrics to define your current level of ACP implementation.
	2. What are the key problems or issues on which you'd like to make progress this year?
	3. What data do you have on the current status of these problems or issues?
2. **Identify SMART goals.** Based on the analysis of the district’s current levels of implementation, select 3–5 key goals for ACP implementation for each planning year. Goals should be SMART:
* S = Specific and strategic
* M = Measurable
* A = Action oriented
* R = Rigorous, realistic, and results focused
* T = Timed and tracked

Goals should align with local priorities and are a key conversation point for constructing the long-range district plan with stakeholders.

1. Benchmark each goal
	1. Define key tasks for each goal
	2. Plan when each task will take place or be completed
	3. Identify who will take responsibility for each piece
	4. Complete the chart below as a planning guide

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| **EXAMPLE SMART GOAL: Between March 15 and Labor Day, I will be able to run a 5K in under 35 minutes.**  |
| **SAMPLE TASKS** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Sample Notes** |
| Walk 15 minutes 3x a week; increase time by five minutes a week until walking 30-35 minutes briskly |  |  |  |  |  |  |  |  |  |  |  |  | Benchmark: walking 30-35 minutes briskly |
| Run and walk in intervals 3x a week, increasing the proportion of time spent running instead of walking until able to run for 30 minutes without stopping.  |  |  |  |  |  |  |  |  |  |  |  |  | Benchmark: able to run for 30 minutes without stopping.  |
| Do training intervals and longer runs to increase lung capacity, speed, and endurance until 5K time is below 35 minutes. |  |  |  |  |  |  |  |  |  | **5K** |  |  | Benchmark: 5K time is below 35 minutes. |
| **SMART GOAL #1:**  |
| **Task** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Notes** |
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| **SMART GOAL #2:**  |
| **Task** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Notes** |
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| **SMART GOAL #3:**  |
| **Task** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Notes** |
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| **SMART GOAL #4:**  |
| **Task** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Notes** |
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| **SMART GOAL #5:**  |
| **Task** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Notes** |
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1. Evaluate the impact.
	1. How will you measure success?
	2. What data will you collect?
	3. How can you use Plan-Do-Study-Act cycles to support ACP implementation?

Please note that these goals and outcomes are an excellent foundation for a clear, updatable PI 26 plan!