**Action Plan**

An **Action Plan** is a tool that individuals and groups use to record tasks that need to be completed in order to reach targetedgoals.

*Example:*

Goal—Complete homework.

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| **Who** | What | **Resources** | When |
| Student | Bring assignment notebook to class | PencilAssignment notebookGlasses | Every day |
| Student | Copy homework assignment into notebook  | PencilAssignment notebook Glasses | As soon as seated in the classroom |
| Teacher | Assignment written on board | Chalkboard/chart paper | Before class |
| Homework Buddy and Student | Check assignment book for completeness and accuracy | Assignment notebook | Immediately after assignment is recorded |
| Student | Get signature from teacher | Assignment notebookPencil | As leaving class |
| Student | Take assignment notebook and materials home | Assignment notebookBinderHomework materials | End of day |
| Parent | Provide space and time for homework completion | Table/deskLightMaterialsQuiet | Each evening |
| Student | Actively complete homework | Materials needed | Each evening during time established |
| Student | If confused, get help from parent or homework buddy |  MaterialsPhone | As needed |
| Student &Parent | Have parent check off that homework has been completed | Completed assignmentAssignment notebook | Each evening |
| Student | Put completed assignment in binder | Completed assignmentBinder | When completed |
| Student | Take homework/binder/completed homework assignment to class | HomeworkBinder | Next day |