**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 | Pencil  Assignment notebook  Glasses | Every day |
| Student | Copy homework assignment into notebook | Pencil  Assignment 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 notebook  Pencil | As leaving class |
| Student | Take assignment notebook and materials home | Assignment notebook  Binder  Homework materials | End of day |
| Parent | Provide space and time for homework completion | Table/desk  Light  Materials  Quiet | Each evening |
| Student | Actively complete homework | Materials needed | Each evening during time established |
| Student | If confused, get help from parent or homework buddy | Materials  Phone | As needed |
| Student &  Parent | Have parent check off that homework has been completed | Completed assignment  Assignment notebook | Each evening |
| Student | Put completed assignment in binder | Completed assignment  Binder | When completed |
| Student | Take homework/binder/completed homework assignment to class | Homework  Binder | Next day |