**Action Goals – Third Quarter** Name:

Develop an action plan for **three goals**. You should have one goal for each of the following time frames:

 *Immediate* – next few weeks (deadline 3)

 *Short-term* – by the end of third quarter

 *Long-term* – by the end of the school year

Your goals may be any of the following:

 *Personal* – for yourself with help from others

 *Section –* for your team members

 *Staff* – for all staff members

Example:

 **Tltle:** improving copy writing

 **Type:** all staff, short-term

 **Who:** staff reporters

 **What:** include more quotes from more people; improve leads

 **When:** deadline 3

 **How:** see catchier leads – descriptive, enticing

 **Why:** readers will be interested in reading the copy; we will engage them

**Plan**: 1) teach staff get at least three sources quoted in their stories 2) teach staff to show, not tell, in their writing 3) teach staff to start stories with a bang (descriptive)

 **Need:** strong examples to share in class as models

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| **What** are your desired outcomes? |  |
| **When** will your desired outcome occur? |  |
| **How** will you measure progress? |  |
| **Why** is this important? |  |
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| What do you **need** to start? |  |

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