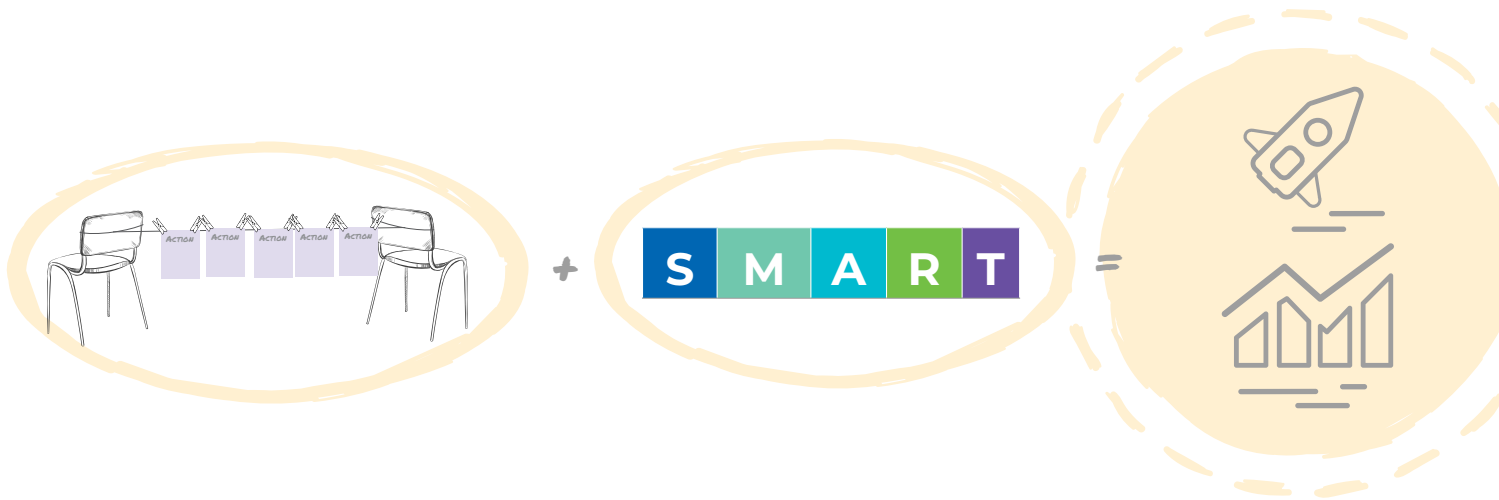




WASHLINE + SMART PLANNING = SUCCESS!

Revisit your Washline actions using the SMART guidelines:

- ◆ Step 1: Check that you have covered all tasks and activities.
- ◆ Step 2: Try to be more specific – give your action a title. Add numbers to each action in order to be able to measure it. For example, how many chairs? How many people to feed?
- ◆ Step 3: Link each action to the team member best suited for the task, they are the one who will be held accountable for it.
- ◆ Step 4: Check that the plan and action steps are realistic.
- ◆ Step 5: For each task, allocate a deadline or date of delivery, to make it time-bound. By when?