

CHAT - ACTION PLAN TEMPLATE

School

Date

Alcohol and other drugs education

Road safety education

Resilience education



PARENTS AND COMMUNITY

CHAT TARGET(S)

Use the SMART acronym when setting targets.

S **specific** (detailing what is required)

M **measurable** (a baseline measure that can be monitored and assessed for positive change at the completion of the target)

A **achievable**

R **realistic**

T within a **timeframe**.



ACTION – HOW DO WE REACH THE TARGET?

Task What will be done?	Action How will we do it?	Timing When will it be completed?	Person responsible Who will do it?