BTEC National Diploma in Health & Social Care Action Plan.

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| Name: | Date Action Plan commenced |

Your goals and the action plan should be personal to you and relate to your development during the Health & social care. Some of your goals will be short term (3 -6 months) and may be resolved fairly quickly, other goals will be longer term (10 – 18 months) and may need many reviews before they are achieved.

Remember your goals should be **S**pecific, **M**easurable, **A**ctionable, **R**elevant and **T**imed (see example)

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| Date goal set | Goal(Where do I want to be?)By when? | Actions (How do I get there?) | Review date  | Progress made (Work done) | Further Actions towards the goal(Work still to be done) | Review date or date when the goal is achieved |
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