



Our Gift to You: Action Plan Template

Name: _____

Date: _____

Professional Development Objective: Read at least three recent books on play and how to increase playful learning in my classroom.

Explanation

Example

	Action Step	Timeframe	Resources	Accountability	Completion	Notes
Explanation	This is a measurable activity that will move you to your goal, yet small enough to be attainable in a short timeframe.	What is a reasonable amount of time for you to accomplish the task? Take all your responsibilities into consideration!	List all types or resources or support that you may need to accomplish your task: people, items to purchase, research, etc.	State how you will show that you have accomplished this task: written log or notes; discussion with someone;	Make a note here of the date you finish the task...along with any treats or rewards that you will give yourself as incentive!	List anything here that is additional information or support for your task.
Example	Read first two chapters of <i>Lisa Murphy on Play</i> .	By the end of the second week of school	Purchase book prior to first day of school; Highlighters: 2 colors Post-its for notes	I will note at least three key points and one question that I have from each chapter	Finish Date: Incentive: Ice cream party with friends after Book Club	Book Club starts on Monday pm of Week 3 of school! Ice cream dessert for all who participate with discussion!

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