

**Disclaimer: Activities with children must always be risk assessed, including for allergies or choking. Children must always have adequate supervision. Resources and materials must always be appropriate for children's age and stage of development.**

## Top tips: Successful action planning

**Action planning helps to ensure the smooth running and improvement of your setting.**

Here are some tips to support you:

- Involve the whole team. Collaborate with your staff in the planning process to gather different perspectives and create a sense of ownership. Use technology, such as apps and document sharing tools
- Analyse data from observations and assessments, as well as feedback from parents, children or staff. Identify patterns or gaps in provision. Align the plan with the needs and best interests of the children
- Prioritise your actions. Balance short-term quick wins with long-term goals as this will give you encouragement along the way
- Focus on SMART goals:



**Specific** – clearly define what you want to achieve  
**Measurable** – to ensure progress and success is identified  
**Achievable** – set realistic and attainable goals  
**Relevant** – match goals with your setting's vision and priorities  
**Time** – include deadlines to keep momentum

- Clearly assign responsibilities for each part of the plan to avoid confusion and to foster accountability
- Break down larger goals into smaller manageable steps and celebrate milestones along the way to maintain motivation
- Share the plan with staff, parents, and any other relevant people such as governors, if applicable. Celebrate successes with parents and the wider community to build trust and engagement
- Monitor progress regularly and address any challenges. Build in flexibility so that you can adapt to unforeseen circumstances
- Evaluate and reflect throughout the year. At the end of the action plan, review outcomes to identify successes and further areas for improvement. Use any insights to inform future action planning.

### NDNA products to support you with these tips

- [Effective Leadership and Management](#) – Online course

**And more resources at [www.ndna.org.uk/hub/myndna](http://www.ndna.org.uk/hub/myndna)**