



## THRIVING WORKPLACE

## Taking Action: Use SMART Filters

Once your group has discussed your survey results and identified an action step it would like to take, it's best to take the extra time to flesh out the details. Doing so will increase the likelihood of success. **Use the SMART filters below.** As a group, ask: is your action step Specific? Is it Measurable? Achievable? Realistic? Timebound? If not, use the question prompts to revise or elaborate.

**S**pecific: Who, What, When, Where, How?

**M**easurable: How will we know it's done?

**A**chievable: Can it be done?

**R**ealistic: Is it within our span of control?

**T**imebound: By when will it be done?

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