

**Next steps**

Now you've read this guide you may want to go back and complete the traffic light tool if you haven't already done so. Look at the areas you rated red and amber and begin by focusing on actions against each of these areas.

**Things to consider:**

- Are your targets SMART?
- Do you have robust evidence to suggest your action should be an action?
- Can you focus your attention on two or three key areas of improvement rather than trying to tackle everything at once?
- Are the timescales you have set realistic?
- When setting your actions, have you considered the personal, team and organisational behaviours that may block your progress?
- Have you identified the best person to take each action forward and worked with them to get them onboard?
- How regularly will you check-in to ensure the actions are completed on time?
- How do these actions fit in with the retention priorities of your ICS?

**Action:**

Create your own action plan using the template that can be found on page 38 of the PDF version of this guide.