

Team..... Ecogender

Member of Staff Responsible.. Kathryn Gjorgjiev and James Deeley

### SMART Action Plan

**S-** Be **Specific** about what you want to achieve, do not be ambiguous, communicate clearly.

**M-** Ensure your result is **Measurable**. Have a clearly defined outcome and ensure this is measureable (KPIs).

**A-** Make sure it is **Appropriate**. Is it an **Achievable** outcome?

**R-** Check that its **Realistic**, it must be possible taking account of time, ability and finances.

**T-** Make sure it is **Time** restricted. Set yourself an achievable time frame, set deadlines and milestones to check your progress.

Action	Specific	Measurable	Appropriate	Realistic	Time	Staff Responsible	Status
1. Switch off monitors when away from desks for a long time	Turn off computer screens when away for longer than 5 minutes	If you estimate you will be away from your desk for longer than 5 minutes	Achievable, but it needs to become a habit so people don't forget	Does not take too much effort	Check regularly	Kathryn Gjorgjiev	Being encouraged
2. Stop printing out reading lists for all course	We print a lot of reading lists. It would save paper if we only used online lists	Reduce the number of booklets we produce for reading lists	Achievable, but students need to agree to online reading lists	Would take less administration time and we would save paper	Next academic year	James Deeley	Will be proposed for the next academic year
3. Not overfilling the kettle in the kitchen	Filling the kettle by the amount of water you need	Use cups to measure if needed, but can estimate roughly	Achievable and can encourage the habit of doing so	Takes getting used to and concentrating when you fill the kettle	Check regularly	Kathryn Gjorgjiev	Being encouraged
4. Encourage staff to buy organic/fair trade tea and coffee	Staff bring in fair trade/organic tea and coffee in the kitchen	Can check on the boxes whether fair trade or organic	Promoting the importance of greater equity in international trade	Staff need encouragement	Check regularly	Kathryn Gjorgjiev	Will be encouraged
5. Promote online marking	Online marking would mean less pages printed out	Less paper will be used printing out essays in the department	Appropriate because print out a lot of essays over the academic year	Depends on the preference of staff- they might not like marking on screen	Next academic year	James Deeley	Will be proposed for the next academic year
6. Turning down the thermostat on radiators	Reducing the radiator by a degree can make a great difference to levels of energy consumption	Staff can use thermostats	Will dramatically reduce the department's energy consumption with a small change	At the discretion of staff, but can be reminded	Check regularly	Kathryn Gjorgjiev	Being encouraged

Team.....

Member of Staff Responsible.....

7.	Buying non-perishable products in bulk	Buying tea, coffee, cleaning products in bulk because will reduce packaging	Buying in bulk	Appropriate for the department, because tea and coffee are consumed quickly	Hazel Johnston can purchase these products in bulk	Each time need to purchase the products	Hazel Johnstone	Implemented and being encouraged
8.	Encourage staff and students to not print out unnecessary pages	The book's front cover, the notes section, the references section are extra pages that do not always need to be printed out	Only print out what they intend to read	Printing out unnecessary pages wastes paper	At the discretion of staff and students, but can be reminded	By the end of the academic year	Kathryn Gjorgjiev	Will be encouraged
9.	Turning off radiators when not in room	When the central heating is on and you leave the office for the day, turning off radiator at the thermostat saves energy	Using the thermostat and sensing whether the central heating is on	Unnecessary energy usage when staff are not in their rooms	Realistic, but staff need to be reminded, especially in the winter	By the end of next winter	James Deeley	Will be encouraged
10.	Looking after the plants in the GI	Watering the plants regularly and moving them when necessary	Checking the health of the plants	Plants improve the working environment	Can be regularly checked	By the end of the academic year	Kathryn Gjorgjiev	Implemented and being encouraged

Team.....

Member of Staff Responsible.....

