

2. Complete a waste reduction action plan

When you've completed the audit chose at least three waste types to include in your SMART action plan. Record in detail what actions you will be taking and your target for reduction. Remember, it's not just about purchasing alternatives to fill a gap. Need inspiration? We've listed all sorts of ideas below.

Date started: _____ **Completed by:** _____

REDUCE WASTE					
Target	Action	Timescale	Responsibility	Monitoring	Evaluation
Quantifying things at this stage will help when it comes to measuring progress.	Add specific tasks.	Set yourself realistic goals. Make sure to include quick wins as well as long-term changes to help keep the momentum going.	Which member of your team is taking the lead?	Measure your progress on a regular basis. And don't forget to keep your staff and customers updated.	Was the action successful? What are the next steps?
ENCOURAGE REUSE					
Target	Action	Timescale	Responsibility	Monitoring	Evaluation
INCREASE RECYCLING					
Target	Action	Timescale	Responsibility	Monitoring	Evaluation
PROMOTE REPAIRS					
Target	Action	Timescale	Responsibility	Monitoring	Evaluation