

BRIEF ACTION PLANNING



Is there anything you would like to do for your personal development in the next week?

Your Idea: _____

- Focus on one action at a time
- Choose small changes or actions = achievable
- Make a **SMART** plan of action that is:

o **Specific** - What exactly do I want to do?

o **Manageable** - How long will I do this or how much will I do it?

o **Action-oriented** - How often will I do it and when?

o **Realistic** - Where will I do it?

o **Time limited** - When will I start?

Write out your plan as a sentence beginning with:

I will _____

Example: I will walk 20 minutes 3 times a week along the water starting next Monday.

Repeat your plan out loud.

Ask yourself: how confident are you that you can carry out your plan? _____

(On a scale of 0 - 10 where "0" means not confident at all and "10" means very confident).

If you do not give it a score of 7 or more, modify your plan until you are confident you can do it.

Make a date with yourself to check in on your plan: I will review my plan by _____.