

Making an Action Plan

1. Decide on a goal. **It must be something you want to do.**
2. **Break it down** into tasks or steps.
Work on one task or step each week.
3. **Each step must** be something you are confident you can achieve that week and fit into your planned schedule.
4. **Be specific.** State what you will do, how often, how much and when.



Pick goals that you know you can fully achieve that week.

As you know, success breeds success.

In order to check that the Action Plan you have set is achievable that week, ask yourself on a scale of 0 – 10 how confident you are that you can succeed.

If your confidence level is lower than 9, it would be a good idea to pick a more realistic task or step – or to ask what needs to change for you to become more confident.

0

10

Low

Confidence level

High

Weekly action plan sheet

Did you manage all of the task towards your goal?



If not, what got in the way?



How could you overcome those barriers?



My task or next step for the following week is:

A large, empty rectangular box with a thin black border, intended for the user to write their task or next step for the following week. To the right of the box is a drawing of a ladder.

0

10

Low

Confidence level

High

- What can you foresee that might stop you achieving this task?
- What ideas will help you prevent or solve this if it happens?
- How might you get back on track if you have a setback?