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 ____________.