

# ACTION PLAN WORKSHEET

An action plan turns a goal into a specific action you are confident you can accomplish now or very soon. Start small, and begin from where you are right now. Choose goals that are important to you.

## Step 1: Choose a goal

Use this space to identify a goal area you want to take action in (e.g. return to work, sleep, manage stress).

Goal Area: brain breaks

## Step 2: Identify an action or behaviour you can take toward that goal now

Be specific! For example, instead of "exercise more," you could try, "start swimming" or "increase walking"

Action: take brain breaks at work in the form of calm breathing

## Step 3: Make a specific plan to accomplish the action

Deciding to do something won't lead to behaviour change unless you have a plan of how to do it.

Where? in my office or in my car (on days I travel)  
Decide where to take action. Examples: "in my kitchen," "at my doctor's office," "at the community pool."

When? 10:00 am; 12:30 pm; end 3:00 pm  
Decide when to take action. Examples: "Monday after breakfast," "before bed," "Wednesday after work."

How often / How much? 3 x when at work for 2-5 minutes  
Decide how much / how often to take action. Examples: "twice a week," "10 minutes," "each time I leave home."

## Step 4: Identify obstacles and plan to overcome them

Think about obstacles, and brainstorm strategies to overcome them. For example, for the obstacle "I could forget," a strategy could be "set reminder in phone."

Obstacle: forgetting Strategy: set a reminder in phone

Obstacle: feeling "too busy" Strategy: remind self its 'only 2-5 minutes + this will help me to work more efficiently

## Step 5: Rate your confidence on a scale of 0 to 10 (do not skip this step)

How confident are you that you can complete this action plan? Be honest. If your confidence is 7 or higher, you are ready to take action. If it is lower than 7, modify the plan until you are at least 7 out of 10 confident of success.

My confidence rating is 8 out of 10.

## Step 6: Take Action!

Now you are ready to put your plan into action.

## Step 7: Check Your results

Reflect on how things went. If needed, revise your action plan and try again.