

## **ACTION PLAN**

Every action plan should include:

1. What you are going to do.
2. How much you are going to do it.
3. When you are going to do it (e.g., what time of day).
4. How often you are going to do it.

Example: "This week I will read a favorite book (*what*) for a half hour (*how much*) in the mid-afternoon when my child naps (*when*), three times—Monday, Wednesday, and Friday (*how often*).

This week I will \_\_\_\_\_ [what]  
\_\_\_\_\_ [how much]  
\_\_\_\_\_ [when]  
\_\_\_\_\_ [how often]

Potential barriers to this plan? \_\_\_\_\_  
\_\_\_\_\_

How can you get past these barriers? \_\_\_\_\_  
\_\_\_\_\_

How confident are you that you will complete your entire Action Plan during the coming week?

(Circle) 0 1 2 3 4 5 6 7 8 9 10  
not at all somewhat confident totally confident

Check off each day you accomplish your plan

Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_ Thursday \_\_\_\_\_  
Friday \_\_\_\_\_ Saturday \_\_\_\_\_ Sunday \_\_\_\_\_

Is there someone with whom you can share this plan to help  
keep you accountable?

Name \_\_\_\_\_ Contact Info \_\_\_\_\_

Adapted from the Powerful Tools for Caregivers curriculum  
(powerfultoolsforcaregivers.org)