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)