MY ACTION PLAN

When writing an Action Plan, be sure it includes:

1. **What** you are going to do.
2. **How much** you are going to do.
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 spouse sleeps *(when)*, three times—Monday, Wednesday, and Friday *(how many)*.

This week I will _____ [what]

_____ [how much]

_____ [when]

_____ [how often]

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

(Circle) 0 1 2 3 4 5 6 7 8 9 10

not at all confident **totally confident**

	Check off each day you accomplish your plan	**Comments:**
Monday	_____	_____
Tuesday	_____	_____
Wednesday	_____	_____
Thursday	_____	_____
Friday	_____	_____
Saturday	_____	_____
Sunday	_____	_____

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