Action Planning Worksheet

1 Focus on your desired outcome

- What do you want to create?
- If you could have, do, or be anything—what would it be?
- Do you really care about this outcome, or do you just think you "should" care about it?

FEATURES OF AN OUTCOME STATEMENT:

1. Contains a desire, want, need, wish, or dream and often refers to a value.
2. Omits any reference to a problem.
3. It is stated in the present tense as already true.

Desired Outcome

If you achieved your desired outcome, how would you know it? What would it look like, sound like, and/or feel like?

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2 Assess your current reality

What is going on now in relation to your desired outcome? Be honest and objective.

Aspects of your current reality to consider might include:

- Objective facts (time, money, age, education, relationships, etc.)
- Feelings (not labeled good or bad, just feelings that exist)
- Skills and abilities of self/others
- Observable behavior of self/others

Describe your current reality

3 What's happening that supports your desired outcome?

For example: time, resources, attitudes...

4 What's happening that inhibits your desired outcome?

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5 Identify Baby Steps

What *could* you or *might* you do to begin to move current reality closer to your desired outcome?

These should be small, actionable steps that are doable. Ask yourself: What actions, thoughts or beliefs, etc. can I stop, start, keep, or change?

STOP

START

KEEP

CHANGE

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6 List 1–3 Baby Steps

Choose steps that are actionable, 100 percent yours to do, and that you can get started on in the next 30 days. Indicate a completion date for each and how you will keep yourself accountable.

	BABY STEP	BY WHEN
☐		
☐		
☐		

Accountability partner and method to keep them updated

This process is iterative. Rinse and repeat.

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