

## MAKING A WEEKLY ACTION PLAN

Choose something **YOU** want to do over the next week

It must be action-specific

Not action specific	Action-specific
Lose weight	<ul style="list-style-type: none"> <li>• Replace potato chips with carrot sticks for snacking</li> <li>• Walk around the mall</li> </ul>
Not be depressed	<ul style="list-style-type: none"> <li>• Talk to doctor about my depression</li> <li>• Meet with Dave for lunch</li> </ul>
Get back to normal	<ul style="list-style-type: none"> <li>• Volunteer at food bank</li> <li>• Make schedule for housework</li> </ul>
Get exercise	<ul style="list-style-type: none"> <li>• Ride my exercise bike</li> <li>• Walk around the mall</li> </ul>
Feel less anxious	<ul style="list-style-type: none"> <li>• Do diaphragmatic breathing</li> <li>• Walk my dog</li> </ul>
Be independent	<ul style="list-style-type: none"> <li>• Work on putting on my pants</li> <li>• Practice setting up HandiDart ride</li> </ul>

It must be achievable

- Decide on your confidence level. For your action plan you must have a confidence level of at least 7 i.e. that you will achieve your plan over the next week
- Use a scale of 0 to 10, with 0 being not confident at all, and 10 being totally confident
- If your confidence is lower than 7 then you need to adjust your action plan so it is more likely to be achievable. Or select a different plan

**Tip:** Always write down your goal and action plan, say them out aloud and place it somewhere visible to you

When setting your action plans answer these questions*Example***Date:****This week I WILL**

**What?** *Ride my exercise bike*

**Help needed?** Yes / No *With help from Dave to set me up*

**How much?** *For 15 minutes*

**When?** *At 11:30am*

**How often?** *On Monday, Wednesday, Friday*

**Confidence level:** *8 out of 10*

**Goal achieved:** YES / NO

**Evaluation:** *15 minutes was easy, will increase to 20 minutes next week*

*Another example***Date:** Month, date, year**This week I WILL**

**What?** *Volunteer at food bank*

**Help needed?** Yes / No \_\_\_\_\_

**How much?** *2 hours*

**When?** *1:00 - 3:00pm*

**How often?** *2 x Tues and Thurs*

**Confidence level:** *7 out of 10*

**Goal achieved:** YES / NO

**Evaluation:** *Food bank didn't know I was coming and there was no work for me on Tues. Thurs was OK as I told them on Tues that I would be there on Thurs. Have to call Dave to confirm my dates and times for next week*

As you can see from these examples when the week is up, you then

- Determine if the action plan was achieved
- Evaluate the outcome, what went well, what didn't go well
- Re-jig the plan for the following week or if achieved select another plan

**Remember**, it may take a bit of practice to learn how to write a weekly action plan but stick with it as the rewards are amazing

### **Hint**

Working with your buddy to set and evaluate your action plan is a great motivator and will help you keep on track, get ideas and solve problems