ACTION PLANNING:
How to accomplish your goals

Parts of an Action Plan:
1. **Something you want to do.** (Not what someone else thinks you should do, or that you think you should do.)
2. **Reasonable** (Something you can expect to accomplish in the next week.)
3. **Behavior-specific** (For example, losing weight is not a behavior, but choosing healthy snacks is a behavior)
4. **Answer the questions:**
   - **What?** (E.g. walking or choosing healthy snacks)
   - **How much?** (E.g. walking four blocks)
   - **When?** (E.g. after dinner Monday, Wednesday, and Friday)
   - **How often?** (E.g. Four times; try to avoid “every day”)
5. **Confidence level of 7 or more** (0 = I have no confidence, 10 = I have total confidence that I will complete the ENTIRE action plan)

Why am I at this level of confidence? What might make it easy? What might make it difficult, and what can I do to make it easier?

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**My Action Plan**

What: __________________________________________________________

How Much: ______________________________________________________

What time of day: ________________________________________________

What days of the week: ___________________________________________

Confidence level: _______________________________________________