



Creating an Action Plan

Some people find it useful to create a plan of action to help them successfully change their behaviour.

This worksheet will enable you to develop your own action plan and help you monitor progress and achieve your goals.

Where am I now?

The first thing to think about is how much activity do you do now (you may have already done this with your healthcare professional). Just answer the following two questions:

Q1 On average, how many days each week do you engage in moderate or greater physical activity (like a brisk walk)?

Q2 On those days, on average, how many minutes do you engage in this physical activity?

Result = Q1 x Q2 = minutes per week

Where do I want to be?

Setting goals can help you keep focussed and motivated. It is useful to consider both short and long term goals to help the change feel more achievable. When setting goals it is useful to keep them:

- **Specific** – The goal should make it clear what you want to accomplish eg. Walk up the hill near my house without stopping
- **Measurable** – Identify a way to measure and track progress toward the goal eg. Increase the number of lampposts I walk to each week
- **Attainable** – Choosing very hard goals sets you up for failure so make them easy and realistic eg. If you are not currently active, a better goal should be to walk up your local hill without stopping rather than run all the way up.
- **Relevant** – Make goals relevant to important things in your life. For instance, walking up the hill from your house may help you visit your family and friends more often if they live at the top of the hill.
- **Time-framed** – Think about how often and for how long you will do the activity. For instance start by aiming to walk for 20 minutes on five evenings throughout the week.

My Goals

Short term

What would you like to achieve in the next 2-4 weeks?

Medium term

What would you like to achieve in the next 4-6 months?

Long term

What would you like to achieve in the next 2-5 years?

How do I get there?

What will you need to do to accomplish your goals:

In the **Short term**

In the **Medium term**

In the **Long term**

What problems might you encounter and how will you overcome them?

It is important to prepare for setbacks and remember that there is more than one path to each destination

Problem 1:

How I will overcome this:

Problem 2:

How I will overcome this:

Problem 3:

How I will overcome this:

Taking Action

Now it's time to make your own action plan. Use the following template to develop and progress your own action plan over the next weeks and months. Start by adding your short medium and long term goals to the template and then sit down at the end of each week/month to set your goals for the next period.

Share your plan with your healthcare professional as well as a trusted friend or family member who can support your journey.

MY ACTION PLAN

Name:

I will share my plan with

Start date:

Week	What activity	With who	When	For how long
1	Goal			
	How I did		Now set goals for week 2	
2	Goal			
	How I did		Now set goals for week 2	
3	Goal			
	How I did		Now set goals for week 4	
4	Goal			
	How I did		Now set goals for week 5	

My short term goals:

My reward for achieving my short term goals:

Where am I now?

My review appointment with my healthcare professional is booked for

Month	What activity	With who	When	For how long
2	Goal			
	How I did		Now set goals for month 3	
3	Goal			
	How I did		Now set goals for month 4	
4	Goal			
	How I did		Now set goals for month 5	
5	Goal			
	How I did		Now set goals for month 6	
6	Goal			
	How I did		Now set goals for next phase of achieving long term ambitions	

My medium term goals:

My reward for achieving my medium term goals:

Where am I now?

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REMINDER - my long term goals for 2-5 years time are: