

# Action Plans

are short term steps or *actions* to help you reach a longer-term target or GOAL.

Fill in the template below to help you decide how you will be able to achieve your goal.

ACTION PLAN	GOAL	Think of something that you would like to do differently in your practice		
	S Specific	<b>What</b> will you do?	Think of a specific task that you can do to help achieve your goal	
		<b>When</b> will you do it?	Which patients? Which circumstances? would trigger this?	
		<b>Where</b> will you do it?	Which situations would suit you best? – greeting the person? During the consultation? Talking with others?	
	M Measurable	<b>How</b> will you keep track?	Think of a way that you can track your progress	
	A Achievable	Check whether what you plan to do is easy enough to achieve but challenging enough to make a difference	Yes	<input type="checkbox"/> I believe my plan is achievable
			Not sure	<input type="checkbox"/> I might need to go back and adjust my specific actions
			No	<input type="checkbox"/> I'm not confident about this, I will go back and simplify my specific actions
	R Realistic	Check whether what you plan to do is realistic for you given your current circumstances	Yes	<input type="checkbox"/> I believe my plan is realistic
Not sure			<input type="checkbox"/> I might need to go back and adjust my specific actions	
No			<input type="checkbox"/> I'm not confident about this, I will go back and modify my specific actions	
T Timeframe	What is your timeframe?	Think about a suitable 'cut off point' or 'deadline' for your attempts – days/weeks/months?		

# Coping Plans

help you think of strategies to overcome challenges that might get in the way of your goal.

Fill in the template below to help you prepare for any problems that might arise.

COPING PLAN	GOAL	What is the goal that you would like to achieve?	
	E Expect Challenges	What problems could get in the way?	How could you overcome these?
		1	
		2	
		3	
		4	
		5	
	R Review Progress	When will you review your progress?	How long will you need to see if your new strategies work as planned?
			What would be a suitable point in time when you can check to see if you are achieving what you wanted to?