

Module 5: Creating an Action Plan

Learning Objectives

- Translate goals and values into concrete steps
 - Build a personalized, time-bound action plan
 - Learn how to prioritize, schedule, and stay accountable
 - Begin implementing change with clarity and confidence
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Lesson Breakdown

1. Why Action Planning Matters

- The gap between intention and execution
- How structure reduces overwhelm and builds momentum

2. Breaking Down SMART Goals

- Chunking goals into weekly tasks
- Identifying dependencies and milestones
- Time-blocking and habit stacking

3. Designing Your Action Plan

- Daily, weekly, and monthly planning templates
- Prioritization matrix (urgent vs important)
- Accountability strategies (coaching, peer support, self-review)

4. Overcoming Resistance

- Common blockers: procrastination, perfectionism, fear
 - Reframing setbacks as feedback
 - Motivation boosters: rewards, visual progress tracking
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Activities & Resources

- **Worksheet:** “My 30-Day Action Plan”
- **Downloadable PDF:** Weekly Planner Template
- **Quiz:** “Are You Ready to Take Action?”