

Lesson 3: Designing Your Action Plan

1. Daily, Weekly, and Monthly Planning Templates

Biblical Principle: *“Write the vision; make it plain on tablets, so he may run who reads it.”* — Habakkuk 2:2

- Daily plans keep focus on immediate priorities.
- Weekly plans provide rhythm and balance across responsibilities.
- Monthly plans align with long-term vision and milestones.
- Writing plans down makes them clear, actionable, and motivating.

Worksheet Prompt:

- Draft a daily plan with 3 priorities.
- Create a weekly plan with 2 recurring tasks.
- Outline a monthly plan with 1 milestone goal.

2. Prioritization Matrix (Urgent vs Important)

Biblical Principle: *“Seek first the kingdom of God and his righteousness, and all these things will be added to you.”* — Matthew 6:33

- Urgent tasks demand immediate attention but may not build long-term value.
- Important tasks align with purpose and long-term goals.
- The matrix helps clients discern wisely, focusing on what truly matters.

Worksheet Prompt:

- List 5 current tasks.
- Place each into one of four categories:
 - Urgent & Important
 - Important but Not Urgent
 - Urgent but Not Important
 - Neither Urgent nor Important
- Reflect: Which tasks align with God’s priorities for your life?

3. 🤝 Accountability Strategies (Coaching, Peer Support, Self-Review)

Biblical Principle: *“Therefore encourage one another and build one another up, just as you are doing.”* — 1 Thessalonians 5:11

- Coaching provides external guidance and structure.
- Peer support offers encouragement and shared progress.
- Self-review builds discipline and personal responsibility.
- Accountability ensures consistency and growth in alignment with God’s calling.

Worksheet Prompt:

- Identify 1 accountability partner (coach, peer, or mentor).
- Set a weekly check-in schedule.
- Write 2 self-review questions to ask yourself at the end of each week.

✨ **Key Takeaway**

Designing an action plan means **structuring time, discerning priorities, and embracing accountability**. By applying Biblical wisdom—writing the vision, seeking God’s priorities, and encouraging one another—clients transform plans into purposeful progress that honors God.