

## Action Plan

This will help you develop an action plan to take more control of your life. You can exert more control over your life than you ever imagined.

### Step 1: My Life

Identify areas in your life where you feel dissatisfied or in a rut. Think about where you feel unfulfilled- relationships, work family responsibilities, hopes and dreams etc.

State one of your unfulfilled areas; (ex: further education)

### Step 2: Look at your attitude

Take a look at your attitude as it relates to the area you identified above in step 1. it is through your attitude that you limit yourself and remain stuck. By confronting and changing your attitude you can empower yourself to make positive changes in your life. Think about the negative and limiting attitudes. What might be keeping you stuck?

#### FAMILY BELIEFS

My family passed on these negative beliefs to me about my ability to influence my life:  
(EX. "you don't have the brains you were born with")

#### PERSONAL LIMITATIONS AND BELIEFS

What attitudes and beliefs do you have about yourself that limit your exerting control over your situation?

*Example:*

- *I do not have enough life skills*
- *I will never succeed*
- *I am not as smart as other people*
- *I do not communicate very well.*

Now you try. List the personal limitations and beliefs you have about yourself:

## ATTITUDES ABOUT OTHERS

You may have negative attitudes about other people in your life.

*Example:*

- *My peers think they are so smart*
- *My partner doesn't respect what I have to say*
- *My supervisor doesn't think I deserve a promotion*
- *My parents are to blame*

Now you try. List the negative attitudes and beliefs you have about the people in your life:

Remember it is what YOU believe about yourself, NOT what others believe about you, that can influence you in either a positive or a negative way.

### **Step 3: Changing your attitude.**

In step 3 you have the opportunity to identify ways to change negative attitudes and move past the issues you identified in step 1. These attitudes and beliefs can be overcome with a simple technique.

Notice when negative thoughts pop in your head, stop that negative self-talk, challenge it and substitute more positive self talk.

Now that you have identified negative thoughts and attitudes in Step 2, think about whether the thoughts are accurate or not. What evidence is there for their accuracy? In the following table, list your negative thoughts and the evidence you have for their accuracy.

<b>Negative attitudes</b>	<b>Evidence for these attitudes</b>
<i>Ex: I'm not smart enough to go to college</i>	<i>Nothing other than what my parents told me</i>

Repeat your negative thoughts from the previous page in the first column and then substitute positive thoughts for those negative thoughts.

<b>Negative attitudes</b>	<b>Substitute positive thoughts from the first column</b>
<i>EX, I cannot get further at my place of work because I don't have enough computer skills</i>	<i>I am smart enough to go to college. I will start with a community college where I can receive personalized assistance.</i>

## Step 4: Set Goals for Change

Goals can help you regain control in our life. List several of your goals and hopes relative to the area in which you feel stuck. For example:

- *I want a job where I feel more challenged*
- *I want to further my education*
- *I want to learn more about technology*
- *I want to feel smart.*

List two goals related to the unfulfilled area you identified in Step 1:

Goal #1:

Goal #2:

## Step 5: Identify Short-term Steps- Begin Moving Toward Your goals.

These short-term steps are action oriented activities to move you toward the general goal you identified in the last step. In the table that follows, list the short-term steps you will be taking to reach ONE of your goals and the deadlines you set for completing each step.

<b>Steps I Will Take for One of My Goals</b>	<b>Deadlines for completing steps</b>
<i>EX I will call my local community college and make an appointment with a counselor</i>	<i>tomorrow</i>
<i>I will keep my appointment with the counselor even if I am apprehensive</i>	<i>Next week</i>
<i>If I like the school I will fill out an application. If not, I'll look for another one.</i>	<i>The next day</i>

## Step 6: Take Action

It's time to take action by taking control of your life.

Steps I have Completed

Steps I Am Having Trouble Completing

Why do you think you are having trouble completing some of the steps? Can you revise them to make them more doable?

How has this process, or how will this process, help you take greater control of the events in your life?