

First Name:

Last Name:

My Action Plan

Institute on Aging: Empower Online

When writing an action plan, be sure it includes:

1. **What** you are going to do
2. **How** much you are going to do
3. **When** you are going to do it (e.g., what time of day)
4. **How** often you are going to do it

Example: This week I will read a favorite book (what) for a half hour (how much) in the mid-afternoon when my spouse sleeps (when), three times – Monday, Wednesday, and Friday (how many).

This week I will:

(What) _____

(How much) _____

(When) _____

(How often) _____

How **confident** are you that you will complete your entire action plan during this week?

1	2	3	4	5
Low Confident	Somewhat Confident	Moderate Confident	Very Confident	Extreme Confident

	Check off each day you carry out your plan	Comments
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		