

MINDFUL ACTION PLANNER

EXPLORE PHASE

<p>AWARENESS <i>Know what to change and why</i></p> <p>Think about areas of your life and/or work that could be enhanced if you were to learn something or make some sort of improvement.</p>	<p>Describe what you would like to learn, change or improve, and the ways in which you want to grow?</p> <p>Why is this important to you? List your reason(s) e.g. Does growth or change reinforce your values or strengthen your focus and effort towards the things that are important to you?</p>
<p>RELEVANT <i>If our growth is not a relevant and values-aligned priority, we get distracted and fail to put in the effort and time.</i></p>	<p>How relevant is this growth/change for you right now? /10</p> <p>Score from 0 = Not at all relevant to 10 = Extremely relevant</p> <p><i>Note: Less than 7 out of 10 indicates the change you've described might not be a highly relevant priority for you right now. Consider revising or exploring a more relevant change.</i></p>
<p>COMMITMENT <i>State your change and improvement mission. Commit to putting in effort and time.</i></p>	<p>Think about what you want to achieve and how you want to grow. Think about how growth and change will benefit you in life and work. Think about the flow on benefits to others. Given you have identified a relevant opportunity for growth, what commitment will you need to make in terms of learning and/or change? I.e. the effort, time, money you will need to invest. How will you make space for this commitment within the context of current work and life commitments?</p> <p>Mission:</p> <p>In 90-days from now when you have made your desired change or improvement, what will be different? That's 3 months - what greatness will you achieve? Record this in the space below.</p> <p>Another way to approach this can be to write the following sentence, filling in the blanks with your 90-day Mission: "I commit to (Blank #1), so that (Blank #2)"</p> <p>Note: Blank #1 is the learning, change and growth you want to achieve and Blank #2 is the reward, value, and impact this will create for you by the end of your 90-day Mission.</p> <p>I commit to...</p> <p>so that...</p>

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<p>REWARDING <i>If we don't make growth rewarding, we lose motivation.</i></p>	<p>How rewarding will growth and change be? /10</p> <p>Score from 0 = Not at all rewarding to 10 = Extremely rewarding</p> <p><i>Note: Less than 7 out of 10 indicates the change you've described might not feel highly rewarding for you right now which can make it less likely you'll put in the required effort and time. Revisit the rewards you could achieve or explore a more rewarding growth opportunity.</i></p>
<p>PLANNING - GOAL TYPES <i>There are different types of goals people can set when they want to make changes and improvements in life and work.</i></p>	<p><i>Tick the types of goals relevant to your 90-day Mission.</i></p> <ul style="list-style-type: none"><input type="checkbox"/> ACTION GOAL - Suitable when you know what actions or routine you need to establish in order to progress towards your 90-day Mission.<input type="checkbox"/> LEARNING GOAL - Suitable when you need to first acquire knowledge or skills before progressing to action goals for your 90-day Mission.<input type="checkbox"/> DAILY ROUTINE - Suitable when your goal is to establish a routine or habit that requires the same or similar actions are practised regularly and consistently. <i>e.g. 5-serves of Veg each day, completing 50 pushups or burpees daily, or establishing a daily mindfulness practice.</i><input type="checkbox"/> WEEKLY GOAL - Suitable when your goal is to complete a certain amount of actions over the course of a week. <i>e.g. 3 resistance exercise workouts each week, read 3 new articles on a learning topic each week, spend quality time with loved ones or friends each week.</i>
<p>PLANNING - GOALS <i>You can set 3 types of actions that will help you learn, change, and grow.</i></p>	<p>TARGET - The action, step, or routine you are focused on achieving</p> <p>SIMPLE - An easier step or routine action you can fall back on if your target is out of reach</p> <p>STRETCH - A more challenging option you can stretch yourself to achieve</p>
<p>NOW</p>	<p>With your goal types in mind, what action do you commit to taking within the next 48 hours?</p> <p>TARGET</p> <p>SIMPLE</p> <p>STRETCH</p>

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WEEK 1	<p>What action do you commit to taking in week 1?</p> <p>TARGET</p> <p>SIMPLE</p> <p>STRETCH</p>
WEEKS 2-4	<p>What action do you commit to taking over weeks 2-4?</p> <p>TARGET</p> <p>SIMPLE</p> <p>STRETCH</p>

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REALISTIC

If our plan doesn't feel realistic, we lose confidence in our ability to reach goals and are likely to relapse.

How realistic is your action plan?

/10

Score from 0 = Not at all realistic to 10 = Extremely realistic

Note: Less than 7 out of 10 indicates your plan might not feel realistic and this too can make it less likely you'll put in the effort and time required to meet your goals and mission. Aiming big is great, but be practical. Seriously consider revising your plan - making it more realistic to achieve.

ACTION

Take action, track progress, challenge relapse.

You won't achieve your goals and mission without action. So, how will you remember to take the actions set out in your plan? Consider the following:

Accountability for action:

In what ways can you remind yourself when and where you want to undertake your goal actions?

How will you track your actions and keep a record of the progress you are making towards your goals and mission? (*Tool tip - weekly action tracker for download at www.bennybutton.com/resources*)

REVIEW - you can use a weekly action tracker to record the action steps, routines, and goals you complete. *Download at www.bennybutton.com/resources*

RELAPSE - if you relapse, reflect on why, what you can learn, and then get back on track.

REVISE - modify your plan based on how you are progressing, how much of your goals you are achieving, and lessons learned from challenges or relapse you encounter.

RESPONSIBLE

If we don't get responsible about our growth, we won't sustain action.

Some people feel confident taking personal responsibility for action plans and goals. Others feel more confident sticking to a plan if they get support from people they trust. Of course, doing both is often best!

Tick the relevant option(s):

PERSONAL RESPONSIBILITY - I will hold myself accountable for taking action and achieving my goals.

SOCIAL SUPPORT - I will request the support from someone I trust.

Name of support person(s) and how they can support you:

Taking the above into account:

Are you confident you will be responsible and take the actions set out in your plan? /10

Score from 0 = Not at all responsible to 10 = Extremely responsible

Note: Less than 7 out of 10 suggests you should revise your plan to include ways you can hold yourself more responsible for taking action. You may benefit from the support of a close friend or colleague that could help to hold you accountable for taking action.

TAKING ACTION

TRANSFORM - EVOLVE PHASES

RELAPSE

Prepare for what could cause relapse.

Learn from relapse and restore growth path.

There are lots of reasons why people stumble when setting goals, taking action, and making progress. Relapse is a part of the change process, not a failure. We can learn from relapse to better understand the challenges we tend to face when trying to learn, build or develop our skills, or change our life or work routines.

Preparing for relapse:

- What challenges or barriers could get in the way of taking action and achieving your growth goals?

Recovering from relapse:

- How will you address challenges and barriers to action?
- How will you resist the tendency or temptation to relapse?
- How will you get yourself back on track if you do relapse?

RESILIENCE

If we don't learn and show resilience, we fall short of our potential.

Are you confident you have the resilience to resist and respond to relapse? /10

Score from 0 = Not at all resilient to 10 = Extremely resilient

Note: Less than 7 out of 10 suggests you should build some resilience resources and find support as you take on your mission and plan.

MASTERY

Sustain action, learning, progress, and growth.

REVIEW - Higher consistency and progress towards Target or Stretch goals = greater progress towards mastery. What consistent or regular actions and goals have you achieved? Are you learning, growing, and making progress? Are you feeling more confident with your goal-directed actions? Are you building stronger skills and routines?

RELAPSE - Effective responses to Relapse are key to mastery, and so is successfully avoiding situations where relapse almost occurred. Are you feeling more confident handling Relapse?

REVISE - With Mastery, new opportunities to challenge yourself further may be relevant for your growth. i.e. Are you consistently meeting Target and Stretch goals? If so, could you Revise your plan to challenge yourself further? i.e. your Target goal becomes your Simple option, your Stretch goal becomes your new Target, and you set an even Stretchier option?

NOTE: Revisit the Action - Mastery steps throughout each month towards your 90-day Mission

**REPEAT X 3
(OPTIONAL)**

If you feel confident and clear about your mission, you can repeat the 'Transform' sections to plan each month towards your 90-day Mission. Otherwise, download and print this planner and the 'Tracker' handout from the resources page and use it for months 2-3 of your mission.