

Action Plan Example

1. Copy your **highest** or **lowest** percentile highlighted behavior here:

Carefully outline what is required to get a job done when I have an important activity due

2. Identify the **role** or **situation** you will use in working on this behavior:

Shift Supervisor

3. List the potential **roadblocks** that you may encounter:

*Needing to write everything down so that I don't forget.
I have so many obligations that I need to keep track of them.
Wasting time thinking about what to do instead of doing it.
Feeling pressure due to the expectations of others.
If I don't do it, it may not be done or may be done incorrectly.
Fearing that things will be more expensive if they aren't done carefully the first time.*

4. Outline what you what to do to **moderate** a high percentile behavior or **enhance** a low percentile behavior:

*Spend less time outlining what is required to do.
Only outline those things that are high priority.
Increase my time doing and spend less time thinking about it.
Spend more time in accomplishing a particular objective than in the planning process.
Try to realize that unplanned time is not necessarily wasted time.
Be open to other opportunities than those I have planned.*

5. Describe how you will know if you are making **progress**:

*I will know that I'm making progress if I feel less pressure when I'm facing a particular task to do.
If I don't make a "list" of everything that I need to do.
When I go to sleep without reviewing in my mind all the things that I didn't do during the day.*

6. Set a date to **review** you progress:

Three weeks from today