



# Taking Control Of Your Life Resource Pack

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## Completing your action plan

### Date

When filling in the date in your action plan, try to choose something vague, such as a range. For example, you could plan the week or the month that you plan to do that task in. While specific days can be helpful on to do lists, if you plan an extensive list of actions you hope to do on individual days you will inevitably fall behind because things will come up (e.g. a school project) that interfere with your plans. If you know something will take a day or two, choosing a week that you will fit that into gives you more flexibility.

It is a good idea to set a target day, but be sure to allow plenty of room for when things go wrong, so that if you can't do it on the day you hoped, you can do it the next day instead. Aim to spread out your tasks so that you're not overloading yourself with too much – doing small tasks every week or two is better than aiming to do lots every single day or rushing it all.

*Example: "February week 1: I intend to spend time with my friends on at least two occasions" – This then gives you seven days to fit in two actions, which should allow you plenty of time to make it happen.*

### How will I monitor?

In the monitoring section explain what you plan to do to make sure that the action has been done, that it's met the standard you wanted, and that it does in fact feed into your overall goal. How will you review each of these things and record the results?

*Example: If you planned to put in extra time to studying, you could look at your grades as the way to monitor how effective your studying was.*

### Evaluation

After planning to monitor the action, it's important that you do actually monitor it and then look at how it went and how you could improve. Use this section to write down what went wrong and suggest things to yourself to improve. It's also a good idea to include what went right for you, so that you can see how well you're doing.

*Example: It took longer than you expected to complete the task – so leave more time in the future.*



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*Example: If your grades didn't improve as much as you hoped they would, you could look at whether your method of studying is effective, and try alternatives such as watching education videos, studying with friends, or buying revision guides.*