

Weekly Action Step Guide

Make action steps measurable, inviting, and exceedable (my word). For example. An effective action step is: I will write on my book for 30 minutes a day 3 days per week. An ineffective action step would be: I'll complete my book by December 31, 2026. Ineffective because you could wait until December 26 to begin and of course, completion would be impossible.

If the action steps are not inviting and exceedable, you will be less likely to complete them. Goals are for stretching. Action steps are best broken down into easily achievable segments. If my goal is to meditate an hour a day 7 days a week, I make that my action step, and then I miss a day or only meditate 30 minutes for some of those days, I will feel like I'm failing and likely give up or at least be demotivated. If my action step is a minimum of 20 minutes a day, 4 days a week, and I do 40 minutes or an hour some days, or meditate 5 days in a week, I'll feel like I'm exceeding my intention and be motivated to meditate even more the next week. Just meeting one's intention or falling short demotivates, surpassing one's intention builds psychological momentum.

If you have an action step on your list repeatedly and it hasn't been accomplished, it can be helpful to invite the smallest level of action possible: "Can you commit to writing 1 paragraph on your book?" "One sentence?" "One word?" Once a client wanted to get back to painting. Painting once a week was on the action list for several months and it never happened. He was invited to simply set up the easel and canvas in his living room. The very next session, he had completed a painting.

The following page can be used to chart out action steps.

Weekly Action Steps

Week 1

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Week 2

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____