

HANDOUT 29: THE ACTION PLAN WORKSHEET

Action plans are used to address upsetting situations after the person has concluded that their thoughts and concerns about the situation are reasonable and accurate. Action Plans can involve strategies that are aimed at reducing or eliminating the problem itself, such as a financial, housing, or schooling problem. Action plans can also involve strategies that reduce the impact of a problem on the person, such as using coping strategies to deal with symptoms such as re-experiencing the disaster or sleep problems. Follow the steps below to create an Action Plan.

1. **Define the problem.** What situation requires action?

What change would you like to see in the problem situation? Be as specific as possible.

2. **Brainstorm possible solutions and select the best one(s).** What can you do to change the situation?

Use your creative problem-solving skills. What are all the ways you can achieve your goal? Evaluate each one and place an asterisk (*) next to the best ones.

3. **Make a plan to implement the strategies you choose.** What steps do you need to take to make this happen?

Consider: What information do you need to have? Do you need to get some help? Who is going to support you in taking the action? What obstacles could get in the way of the plan? How could you prevent or deal with the obstacles? Then write down the plan:

4. **Follow the plan.** Set a time to follow up on your plan. When and how are you going to take this action?

Ask yourself: What is the situation or type of situation where you need to use your plan? When is it likely to come up again?
