Your 30-Day Action Plan

Turn the one thing that matters now into small actions you can actually take.

Use the focus you chose in the previous tool. This plan gives you four weeks of room to act, notice what happens, and adjust. A useful month does not require thirty perfect days.

MY FOCUS

My start date: _____ My day 30: _____

HOW THIS PLAN WORKS

1. Choose one result you can influence this month.
2. Plan three small actions for each week.
3. Place those actions on real days and make room for setbacks.
4. Review what worked and choose your next step.

A PLAN YOU CAN RETURN TO

If a week changes, move an action to another day. Progress comes from returning to your focus, not from keeping a flawless streak.

Digital use: Download your own copy, click the answer areas to type, and save after each session. Keep entries within the visible space for printing.

Define a Useful Month

Describe what progress would look like after 30 days. Choose something within your influence. You can track an action you take or a change you notice.

At the end of 30 days, I want to be able to say:

One sign I am making progress:

What could make this plan difficult in my real life?

When that happens, a smaller version I can still do is:

Week 1: Begin

Make starting easy. Choose actions small enough to complete while learning what fits your life.

Dates: _____ to _____

Three actions I will take this week:

1. _____

2. _____

3. _____

Put the actions on your calendar:

Mon _____

Tue _____

Wed _____

Thu _____

Fri _____

Sat _____

Sun _____

If the week gets crowded, my smallest useful step is:

_____

What helped me begin?

_____

_____

Week 2: Repeat

Repeat what worked. Change the size or timing of actions that did not fit.

Dates: _____ to _____

Three actions I will take this week:

1. _____

2. _____

3. _____

Put the actions on your calendar:

Mon _____

Tue _____

Wed _____

Thu _____

Fri _____

Sat _____

Sun _____

If the week gets crowded, my smallest useful step is:

_____

What felt easier the second time?

_____

_____

Week 3: Adjust

Use what you have learned. Simplify a step, ask for help, or try another approach.

Dates: _____ to _____

Three actions I will take this week:

1. _____

2. _____

3. _____

Put the actions on your calendar:

Mon _____

Tue _____

Wed _____

Thu _____

Fri _____

Sat _____

Sun _____

If the week gets crowded, my smallest useful step is:

_____

What adjustment made progress possible?

_____

_____

Week 4: Keep Moving

Finish the month with attention. Notice progress and decide what to carry forward.

Dates: _____ to _____

Three actions I will take this week:

1. _____

2. _____

3. _____

Put the actions on your calendar:

Mon _____

Tue _____

Wed _____

Thu _____

Fri _____

Sat _____

Sun _____

If the week gets crowded, my smallest useful step is:

_____

What do I want to keep doing?

_____

_____

Look Back, Then Forward

Your month does not need to look like the plan you started with. Notice what happened, give yourself credit for the actions you took, and use what you learned.

What actions did I actually take?

What changed, even a little?

What did not fit, and what did that teach me?

What is one next step I want to carry into the coming month?