

# THE ACTION PLAN WORKSHEET



STEP BY STEP TO SUCCESS AND INNER GROWTH



Plan Your Activities and  
Transform them into Action

# Introduction

Welcome to your Action Planning Worksheet! This worksheet will guide you through creating your first multi-layer action plan using the backward planning process you learned in [this lesson](#).

Take your time with this exercise. The quality of your planning will determine the quality of your execution. Be honest with yourself, think deeply about each question, and write down your answers completely.

## Step 1: Which Problem do You Want to Solve?

Look at your current situation. What problem needs your attention right now? This could be:

An obstacle blocking your progress on your Road Map

- An opportunity you want to seize
- A capability you've discovered you need
- A challenge that emerged during earlier action
- Something that's causing you stress or holding you back

The problem I choose to solve:

Why exactly this problem right now?



## Step 2: Define Your Starting Point and Destination

### Your Starting Point (The Problem/Current State)

Describe the current state of affairs that you want to change with clarity and in detail.

*What exists now that you want to change?*

*What's missing that you need?*

*What obstacle are you facing?*

*What opportunity do you see?*

### Your Destination (The Solution/Desired State)

In this segment, you define how success is going to sound, look, smell, taste, touch and feel to you. Be specific and take care of the details.

The change – in what tangible difference will your action result?

*What will you create, establish, or transform?*

*How will you know this change has occurred? What evidence will you see?*

The Clarity: What will you understand that you don't understand now?

*What are your assumptions about the problem and its solution:*

*Conclusions to draw, if your assumptions turnout to be accurate?*

*Conclusions to draw, if your assumptions turn out to be inaccurate?*



## Step 3: The Backward Planning Process

Now we work backward from your destination, from the goal you set out in step one and two, defining the necessary interim goals and the corresponding steps.

You ask: "What must be true right before I can reach my goal?" You define this state of affairs, this sub-goal in two dimensions:

- How will the my world, my environment have evolved?
- How will I myself have changed and grown at this point?

### First Sub-Goal

*How will my environment have changed at this point?*

*How will I myself have changed at this point?*

### Next Sub-Goal

*How will my environment have changed at this point?*

How will I myself have changed at this point?

### Next Sub-Goal

*How will my environment have changed at this point?*

*How will I myself have changed at this point?*

## Next Sub-Goal

*How will my environment have changed at this point?*

*How will I myself have changed at this point?*

You repeat this exercise until you discover that the last sub-goal you defined describes your current situation.



## Step 4: Plan Your First Action Chunk

Now it's time to define the activities you need to undertake to move from your current place to the closest sub-goal, the last sub-goal you defined before reaching your current situation, and to plan them in detail. You focus here completely on the task to reach your next sub-goal.

You brainstorm, define, structure, and integrate into a comprehensive plan all activities you need to perform to move from your current reality to the next level.

To get there, start with copying your description of both dimensions into the fields below.

*My environment after finishing the first step:*

*Me myself, after finishing the first step:*

Next, you brainstorm all activities you need to undertake to reach that level. Consider both dimensions of your target: Personal growth and improvement of your environment.

*Brainstorm necessary activities:*

## Refine the Results

Now you start to work on the list resulting from your brainstorming exercise.

- Remove the items that turn out to be not relevant.
- Check, if you have the necessary resources for each activity at hand
- Add activities to gain access to the missing resources to your list
- Look for dependencies between your activities
- Sort the list according to the sequence you need follow while performing the tasks

*Take notes as you refine the results*

*Your ordered list of necessary activities to reach your next sub-goal*

Activity 1

Activity 2

Activity 3

Activity 4

Activity 5

Activity 6

Activity 7

Activity 8

Activity 9

Activity 10

Activity 11

Activity 12

Now you have a well thought-through plan for your next action chunk. Use to reach your next level!

*Two remaining pieces of advice:*

- Create enough sub-goals. This make sure, that moving from one sub-goal to the next remains entirely doable.
- Always reserve time to relax and reflect after moving through one action chunk. You need it to absorb the experience and information you gathered throughout your activities.



# About this Worksheet

This worksheet relates to Video 17 of [The LOVE Plan for Success and Inner Growth](#). You find the Video for a limited time on [YouTube](#). Watch the video. If you like it and if you want to support our work, press the like button and [subscribe to our channel](#).

© 2025 Chavavo Life Solutions. All rights reserved. You are welcome to share this worksheet with your friends, as long as you keep this copyright notice intact. You find the current version of The Action Plan Worksheet [here](#).

If you found this worksheet helpful we appreciate your donation at

Bitcoin: bc1q2t40e898esfspt38w90aluszs4wm33590sxnu

Ethereum: 0x0a51dFEf2ECCe0212Ab8BAB053041F8a2Ebf42D2

Tether: 0x28Db55f2dA638661776C9bE794Bad4804250f4eC

We thank you for your support, this helps us to maintain our mission.