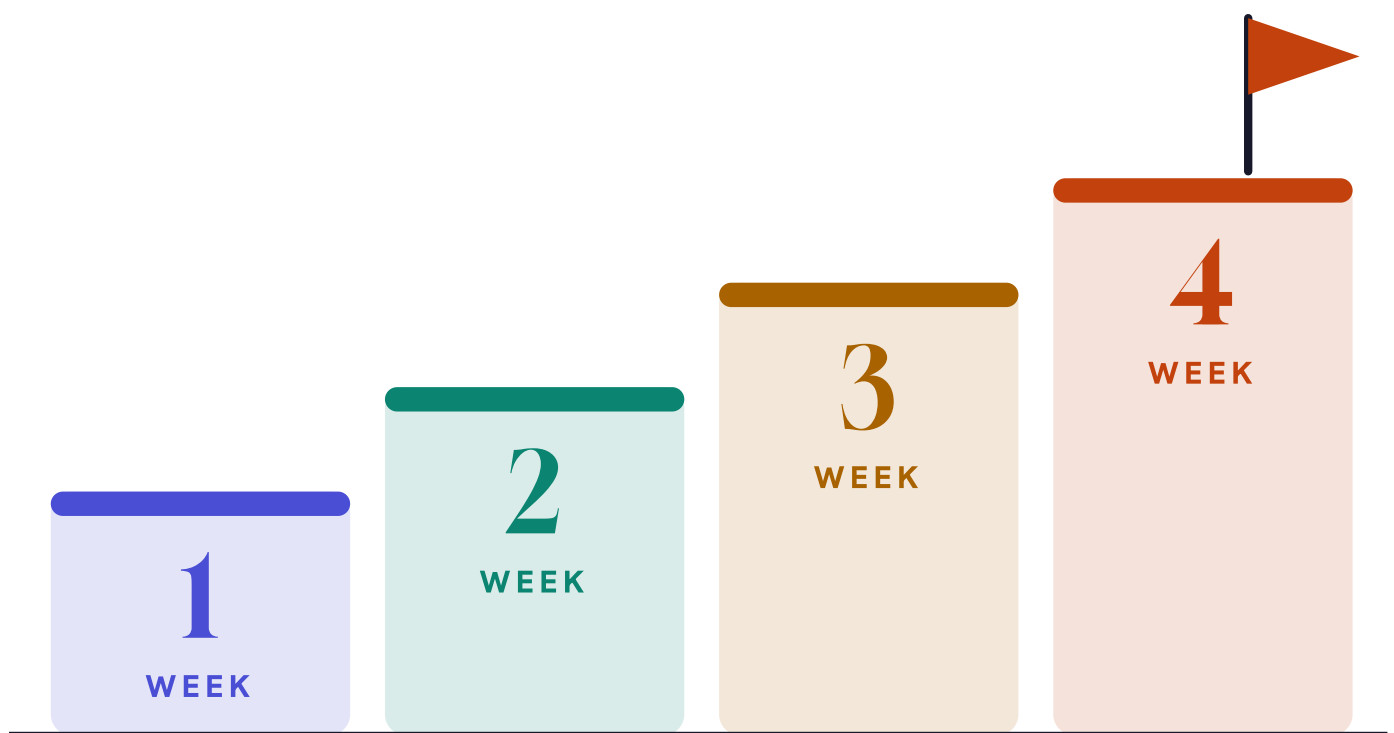


The Small Actions Planner

Four weeks. One small action each week. Plan it, do it, tick it off.



1

Pick one small action

Something you can do in 10 minutes. Need ideas? See page 4.

2

Plan when and where

A plan with a day and a time gets done.

3

Do it and tick it

Tick each day. On Sunday, look back for 5 minutes.

My name _____

I start on _____

THE ONE RULE

Never miss twice. Bad day? Do a 2-minute version.

Start here

Know where you are going before you start.

WHICH PART OF LIFE DO I WANT TO IMPROVE?

☐ Work ☐ Money ☐ Health ☐ People ☐ Mind ☐ Growth

IN 4 WEEKS, I WANT...

WHY THIS MATTERS TO ME

WHAT USUALLY STOPS ME?

WHO WILL CHEER ME ON?

Name

THREE RULES THAT MAKE IT WORK

One at a time

One action per week. No more.

Make it tiny

Too big? Shrink it until it takes 10 minutes.

Never miss twice

Missed a day? Do it the next day.

My 4 weeks

Write your four actions here. Tick each one when the week is done.

1

Week 1 action _____

☐

2

Week 2 action _____

☐

3

Week 3 action _____

☐

4

Week 4 action _____

☐

HABIT TRACKER · WRITE A HABIT, THEN FILL A CIRCLE EACH DAY YOU DO IT

	WEEK 1							WEEK 2							WEEK 3							WEEK 4							
	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	
_____	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	/28
_____	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	/28
_____	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	/28
_____	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	/28
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_____	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	/28

DATES I MUST NOT FORGET

Small action ideas

Tick any that fit you. Or write your own below.

Work

- ☐ Finish one task you keep putting off.
- ☐ Write tomorrow's top 3 tasks before you stop.
- ☐ Ask a colleague: what could I do better?

Money

- ☐ Write down everything you spend for 7 days.
- ☐ Move a small amount to savings every payday.
- ☐ Cancel one subscription you don't use.

Health

- ☐ Walk for 15 minutes after one meal a day.
- ☐ Drink a glass of water before each meal.
- ☐ Put your phone away 30 minutes before bed.

People

- ☐ Call someone you have not spoken to in a while.
- ☐ Thank someone who helped you, and say how.
- ☐ Eat one meal a day without your phone.

Mind

- ☐ Write down 3 good things before you sleep.
- ☐ Sit quietly for 5 minutes each morning.
- ☐ Take one day off social media this week.

Growth

- ☐ Read 10 pages a day.
- ☐ Practise one new skill for 15 minutes a day.
- ☐ Teach something you know to one person.

MY OWN IDEAS

- ☐ _____
- ☐ _____
- ☐ _____

1 WEEK 1 OF 4 This week

From _____

To _____

MY ONE SMALL ACTION

2-minute version _____

MY PLAN

When _____

Where _____

If something gets in the way, I will _____

DAY	MY PLAN · WHEN AND WHERE	DONE
Monday		☐
Tuesday		☐
Wednesday		☐
Thursday		☐
Friday		☐
Saturday		☐
Sunday		☐

SUNDAY CHECK-IN

Did I do it? ☐ Yes ☐ Partly ☐ No

What helped _____

Next week I will change _____

2 WEEK 2 OF 4

This week

From _____

To _____

MY ONE SMALL ACTION

2-minute version _____

MY PLAN

When _____

Where _____

If something gets in the way, I will _____

DAY	MY PLAN · WHEN AND WHERE	DONE
Monday		☐
Tuesday		☐
Wednesday		☐
Thursday		☐
Friday		☐
Saturday		☐
Sunday		☐

SUNDAY CHECK-IN

Did I do it? ☐ Yes ☐ Partly ☐ No

What helped _____

Next week I will change _____

3 WEEK 3 OF 4

This week

From _____

To _____

MY ONE SMALL ACTION

2-minute version _____

MY PLAN

When _____

Where _____

If something gets in the way, I will _____

DAY	MY PLAN · WHEN AND WHERE	DONE
Monday		☐
Tuesday		☐
Wednesday		☐
Thursday		☐
Friday		☐
Saturday		☐
Sunday		☐

SUNDAY CHECK-IN

Did I do it? ☐ Yes ☐ Partly ☐ No

What helped _____

Next week I will change _____

4 WEEK 4 OF 4

This week

From _____

To _____

MY ONE SMALL ACTION

2-minute version _____

MY PLAN

When _____

Where _____

If something gets in the way, I will _____

DAY	MY PLAN · WHEN AND WHERE	DONE
Monday		☐
Tuesday		☐
Wednesday		☐
Thursday		☐
Friday		☐
Saturday		☐
Sunday		☐

SUNDAY CHECK-IN

Did I do it? ☐ Yes ☐ Partly ☐ No

What helped _____

Next week I will change _____

Look back

Ten quiet minutes. This is where you see the change.

WEEKS I COMPLETED

☐ Week 1 ☐ Week 2 ☐ Week 3 ☐ Week 4

Habit days done, out of 28 _____

Proudest moment _____

WHAT CHANGED IN 4 WEEKS?

WHAT WAS HARDEST?

WHAT I WILL KEEP DOING

Small things, done again and again, become a life.

A NEW TRUE STORY EVERY MORNING · YAMAZINGSTORIES.COM

