

Get Your Happy On... And Keep It On!

Action Plans Workbook

**Improve
Your Outlook**

Gain Confidence

Transform Your Life



**with
Deborah Ann Davis**



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Action Plans Workbook

This Workbook belongs to:

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NOTES:

Welcome!

I am so glad you could join us. Just imagine... in the midst of all the craziness in our world, we have found each other! From this point forward we are going to have a positive effect on one another.

This workshop encompasses three realms of learning, all of which overlap (because everything is connected), and all of which rely on your participation.

1. The content provides information on forming goals, objectives, and strategies that will help you turn your resolutions and good intentions into lifestyle changing habits.
2. The Action Plans Template furnishes you a dedicated space to design your plan for supporting your goals.
3. The exercises and challenges, created to ruffle your affect in a way that brings about the greatest positive change, supplement the interactive workshop experience.

This template organizes the processes of forming Clear Overarching Goals, accompanying them with Take-Action Objectives, and supporting them with How-To Strategies. It's a lot of material, so plan on taking a day to review what you've written, and to complete anything that requires more attention. Done right, this will be a powerful resource for you, and your forward momentum.

I look forward to hearing from you, and to continuing to assist you and your positive path in the future. Please don't hesitate to reach out.

May you look back on this year and say, "This was the best year *ever!*" (so far...)

Happily,
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Momentum Versus Inertia

This is how I see the science behind your motivation. Where you fall between Inertia and Momentum contributes to your level of motivation ... and your level of motivation contributes to where you fall between Inertia and Momentum

Let's look at it from a Science perspective (because Science Rocks!).

Inertia – The tendency of an inert (stationary) body to remain inert unless acted upon by a force.

Momentum – Property of some mass in motion, or, the mass of an object times its velocity.

(Did I mention I was a Science Geek?)

The way you overcome **Inertia** is by **starting**.

Example: To make an inert ball roll, you have to give it an initial push, i.e., put some energy into it.

You maintain **Momentum** by adding energy.

Example: To keep the ball's momentum going, you have to keep contributing energy and work by continuously pushing the ball.

When you stop putting in the effort, the **Momentum** stops, and it's replaced by **Inertia**.

If you keep putting in effort until it becomes automatic, **BOOM BABY!**

You got yourself a brand new positive habit!

Isn't Science great?

Your Trends

Let's create a little motivation by looking at your personal trends.

What was your clothing size 5 years ago? _____

How about 3 years ago? _____

What was your health like 5 years ago? _____

What about 3 years ago? _____

If you maintain your current lifestyle, where will you be in 3 years? _____

Where will you be in 5 years? _____

Where will your family be if your trend continues? _____

Is this a trend you want to enhance, or interrupt? _____

What new trends does your new goal need? _____

Goals vs. Objectives vs. Strategies

It's common for goals, objectives and strategies to get blended together under the umbrella term, "goals." Unfortunately, it's become a confusing misnomer. I'm going to differentiate them here, but in your personal practice, feel free to apply them in whichever way suits you.

GOALS

Typical New Year's Resolutions are basically GOALS... broad statements about long-term outcomes you want to realize, like:

- "I want to get better grades, go to college, qualify for sports, etc."
- "I want to get in shape, lose weight, eat right, etc."
- "I want to grow my business, get a job, take a certification exam, etc."
- "I want to be happier, have more energy, feel peaceful, etc."
- "I want to stop consuming alcohol, sweets, news, fast food, etc."

Goals must be achieved in concert with everything else in your life. Planning for this will help ensure your success.

Because we tend to crowd more into our busy lives — instead of making space before adding more — one of the biggest challenges a successful habit faces is the lack of time for fitting it into your life.

If your goal is to **add something new and positive** to your life, it must include it **replacing something**, hopefully something negative.

On the other hand, if your goal is to **quit something negative**, it must include **replacing it with something positive**. "Nature Abhors a Vacuum," so otherwise, your old negative habit will return to its resting place if it's left empty.

OBJECTIVES

Objectives are the specific actionable steps that you need to accomplish in order to realize your goal. Often goals are confused with objectives because of the term, "S.M.A.R.T.E.R. Goals." If you're going to be really picky (and I am) a more correct title would be "S.M.A.R.T.E.R. Objectives," but like I said before, as long as you know what to do, you can call it whatever way makes your boat float.

STRATEGIES

Strategies are the individual techniques and tasks you'll use to achieve each of your objectives, and thereby reach your goals.

Think of it as the objectives being "WHAT" has to be done to reach the goal, and the strategies are "HOW" it's going to be done.

Now that I told you all that, let's look at my take on the "S.M.A.R.T.E.R. Goals" format.

"S.M.A.R.T.E.R. Goals"

S = Specific

M = Measurable

A = Accountable

R = Reminders

T = Trackers

E = Evaluate

R = Resume

Pick a Goal (wish/intention/resolution) for this year, and keep it in mind while you read this.

S = Specific

Make it SPECIFIC – Create Objectives for your goal, as Actionable Steps. (Individual strategies will come later.)

M = Measurable

Make it MEASURABLE – Before (where you are now) and After (where you want to be). How are you going to recognize the change?

A = Accountable

Make yourself ACCOUNTABLE – Set up some form of **Accountability** for yourself. Find someone who cheers you on. Allow your Accountability Partner to keep you accountable without you getting defensive. Don't just find someone to whom you can confess, "I didn't do it." You want someone who says "Why do you think you didn't do it today? Are you going to do it tomorrow? Why?"

R = Reminders

Make REMINDERS – **Reminders** help maintain your focus on the change you are making. They are the key to forming new habits. To stack the deck in your favor:

- Set alarms
- Put Popups on your phone
- Add entries to your calendar
- Post Post-its on your bathroom mirror, bedroom mirror, fridge, next to bed, on your vehicle dashboard, etc.

T = Trackers

Make it TRACKABLE – It's all about your progress. If you haven't done it before, you can't possibly know how long it will take you. So, instead of comparing your progress to an arbitrary timeline, **Track** your progress as you go along.

E = Evaluate

EVALUATE it! – Awwwww, did life interfere with your plans? I'd be shocked if it didn't at **some** point. EXPECT CHANGES IN YOUR PLAN! Maybe you slipped into old habits. Perhaps you didn't anticipate a necessary step, and it's thrown off your entire timeline.

It's important to occasionally take an objective look at your progress toward your goals, and **Evaluate** your current path. Is there something you need to improve? Is it time to add more details? Minimize the impact of inevitable changes by periodically scheduling Tweaking Time on your calendar.

R = Resume

Make sure you RESUME – Once you've evaluated the situation, and made the appropriate changes, **Resume** your journey... even if unexpected circumstances made you pause it. Just pick yourself up, dust yourself off, and **Resume** all over again.

**This time, you won't be starting from scratch.
You'll be starting from experience.**

How To Track Your Progress

There are several basic approaches to **Tracking Progress**, depending on your objective. Two common ones are:

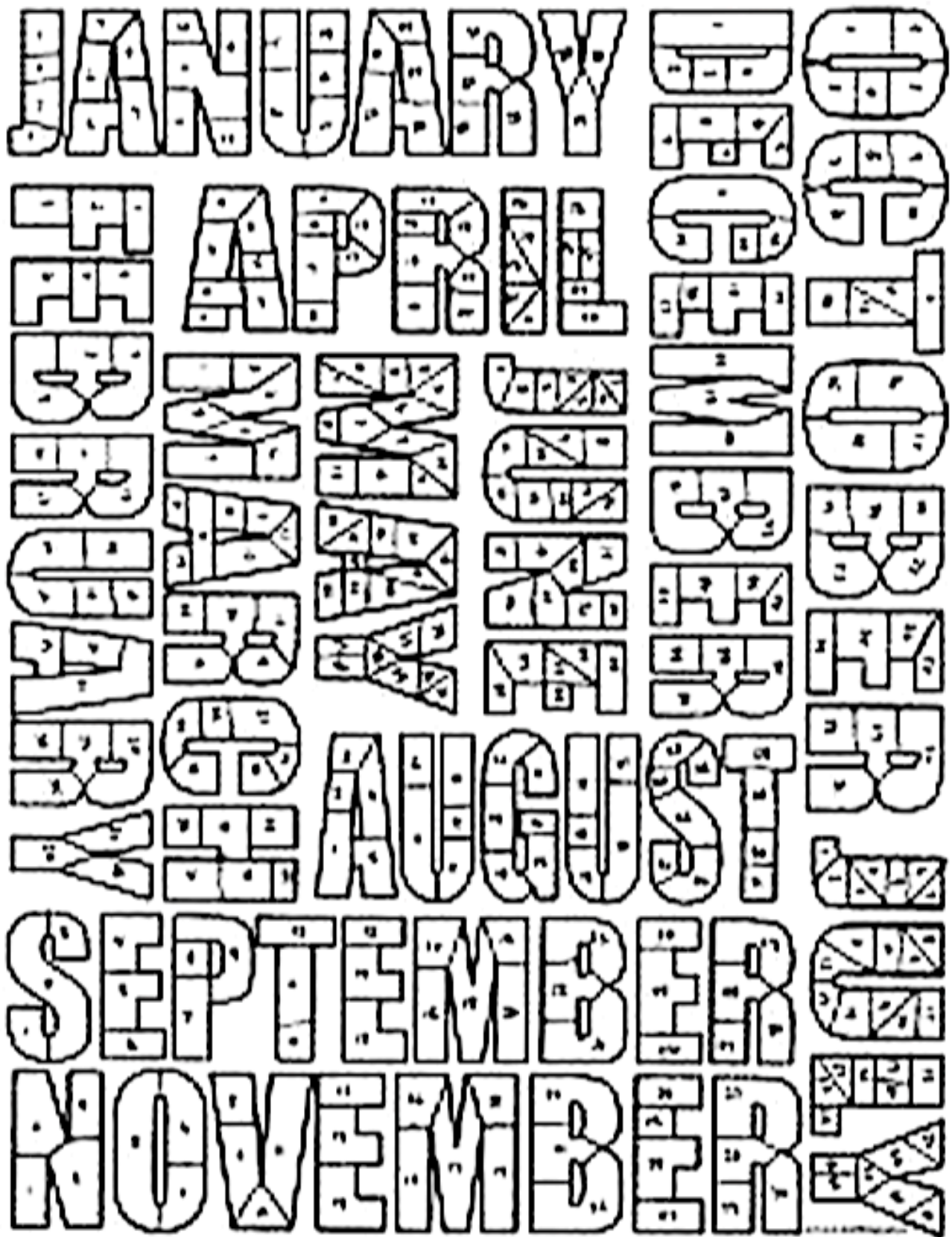
1. **VOLUME** - how often you do it (frequency), or the number of incidences you apply what you're changing
2. **CONTINUITY** - how consistently you do it, or the number of consecutive days you apply what you're changing

A **Visual Progress Tracker** allows you to do both. When you **Track** the consistency of your progress, you can see your habit building — and your lifestyle changing — right before your eyes.

This approach is NOT about one-and-done, like New Year's resolutions, where people make them, fall back into their old habits, and eventually give up.

Instead, this is about creating a seamless lifestyle change by forming a permanent habit. The trick to developing a new habit is to pick yourself up, and keep going, even if you slide back into your old ways.

Find a cute **Visual Progress Trackers** online, or use the one on the next page.



Going Forward with Your Goals, Objectives and Strategies

The next two pages contain templates for organizing your Goal, Objectives and Strategies. They're followed by templates for The First **Things You're Going To Begin With Immediately**, and your **7-Day Action Plan**. They're followed by your **30-Day Action Plan**. Then you'll expand your vision into your **100-Day Overview**, and your **200-Day Overview**. You will bring it all home with the **12-Month Roadmap** where you'll look past today's journey, and see where it's leading you. The potential is so exciting!

To get you started, here are some strategies you might consider adding to the first chart.

Schedule weekly check-ins with your **accountability partner** for the next six weeks. You will be accountable to your partner, and your partner will be accountable to you. It will give you a chance to measure and applaud your progress.

If either of you falls short of your goal at a check-ins, **FORGIVE YOURSELVES**. You are still ahead of the game because, minimally, you're thinking about the changes your goal will bring. Simply renew your resolve, and continue on... **no big deal**. Brainstorm how to make your strategies stick during this next week, and **Resume**.

Falling short is a **great** teaching opportunity. When you adjust what you're doing so you can more realistically achieve your objective, you'll be reaping the power that continuing on, regardless, generates. Mistakes and setbacks, as negative as they may feel, are part of your journey toward your goal. **They don't destroy you**, especially if you take the opportunity to learn from them.

- What needs to be adjusted to reach my objective?
- What got me off track?
- How can I turn this slump to my advantage?

Skip the guilt. It's a complete waste of time, and the dreaded destroyer of energy and momentum (not to mention, it's a terrible burden to model for your kids).

Yes, working on your goals will be a time-consuming process, but it will be well worth it in the end. After all, we're really looking at a positive lifestyle change here, aren't we?

Now it's your turn.

Which "S.M.A.R.T.E.R. Goal" do you want to achieve for your fresh start? Fill out the chart...

Make It Real!

My Goal	Objective- Step 4		Strategy	
			Strategy	
			Strategy	
	Objective- Step 3		Strategy	
			Strategy	
			Strategy	
	Objective- Step 2		Strategy	
			Strategy	
			Strategy	
	Objective- Step 1		Strategy	
			Strategy	
			Strategy	
		Strategy		

Do It Again!

My Goal	Objective- Step 4				Strategy	
					Strategy	
					Strategy	
	Objective- Step 3				Strategy	
					Strategy	
					Strategy	
	Objective- Step 2				Strategy	
					Strategy	
					Strategy	
	Objective- Step 1				Strategy	
					Strategy	
					Strategy	
		Strategy				

Take Action And Change Your Life

The First 3 Things I Will Do Immediately...

1. _____

2. _____

3. _____

Get Ready to *Charge Ahead!*

My 7-Day Action Plan

Day 1. _____

Day 2. _____

Day 3. _____

Day 4. _____

Day 5. _____

Day 6. _____

Day 7. _____

Wahoo! Now you know where to start! **You Got This!**

NOTES:

My 30-Day Action Plan

Day 1. _____

Day 2. _____

Day 3. _____

Day 4. _____

Day 5. _____

Day 6. _____

Day 7. _____

Week One Is Done!

MY 30-DAY ACTION PLAN

Day 8. _____

Day 9. _____

Day 10. _____

Day 11. _____

Day 12. _____

Day 13. _____

Day 14. _____

Week Two Is Through!

My 30-Day Action Plan

Day 15. _____

Day 16. _____

Day 17. _____

Day 18. _____

Day 19. _____

Day 20. _____

Day 21. _____

Week Three Will Be!

My 30-Day Action Plan

Day 22. _____

Day 23. _____

Day 24. _____

Day 25. _____

Day 26. _____

Day 27. _____

Day 28. _____

Week Four Gives More!

NOTES:

MY 100-DAY OVERVIEW (1 of 7)

This format allows for more generalized planning of OBJECTIVES, the step needed to reach your goal. Once the steps are organized, you can fill in the strategies needed to complete the step.

Fill in the days yourself according to the space you need, and how you feel comfortable allocating the 100 days. (FYI, approximately 15 days per page fits nicely.) Try either:

- 100 Consecutive Days
- 100 Days Spread Out Over the Year

DATES: from _____ to _____

GOAL: _____

Day 1. _____

NOTES:

MY 100-DAY OVERVIEW (2 of 7)

DATES: from _____ to _____

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

NOTES:

MY 100-DAY OVERVIEW (3 of 7)

DATES: from _____ to _____

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins or other markings on the paper.

NOTES:

MY 100-DAY OVERVIEW (4 of 7)

DATES: from _____ to _____

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins or other markings on the paper.

NOTES:

MY 100-DAY OVERVIEW (5 of 7)

DATES: from _____ to _____

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins or other markings on the paper.

NOTES:

MY 100-DAY OVERVIEW (6 of 7)

DATES: from _____ to _____

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

NOTES:

MY 100-DAY OVERVIEW (7 of 7)

DATES: from _____ to _____

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

NOTES:

NOTES:

ANOTHER 100 DAYS (1 of 7)

To create a 200-DAY PLAN, continue with this second 100-day segment.

Fill in the days yourself according to the space you need, and how you feel comfortable allocating the 100 days. (FYI, approximately 15 days per page fits nicely.) Try either:

- another 100 Consecutive Days
- another 100 Days Spread Out Over the Year

DATES: from _____ to _____

GOAL: _____

Day 1. _____

NOTES:

(2 of 7)

This image shows a blank sheet of white paper with horizontal orange lines. The lines are evenly spaced and run across the width of the page, providing a guide for handwriting or drawing. There are no margins, text, or other markings on the paper.

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ANOTHER 100 DAYS (3 of 7)

DATES: from _____ to _____

This image shows a blank sheet of white paper with horizontal orange lines. The lines are evenly spaced and run across the width of the page, providing a guide for handwriting or drawing. There are no other markings, text, or illustrations on the page.

NOTES:

ANOTHER 100 DAYS (4 of 7)

DATES: from _____ to _____

NOTES:

ANOTHER 100 DAYS (5 of 7)

DATES: from _____ to _____

[illegible]

NOTES:

ANOTHER 100 DAYS (6 of 7)

DATES: from _____ to _____

[illegible]

NOTES

ANOTHER 100 DAYS (7 of 7)

DATES: from _____ to _____

NOTES:

NOTES:

MY 12-MONTH ROADMAP (1 of 12)

If you are planning out something you haven't done before, be aware that the timing of your plan is based on your best guess. In truth, it really doesn't matter if you still have more to accomplish by the arbitrary deadline you set. What matters is that you stay on the path.

All Progress Is Progress!

When you do your scheduled **evaluations** of your progress, you may recognize that the nature of your goal requires more time. Adjust your **Roadmap** and **Action Plan** accordingly, and **resume!** Focus on correctly assessing your dynamic plan, learn as you go, and don't waste any time on negative self-judgment.

The thing to remember is that **it's ALL part of the path** — the slow parts **AND** the fast parts! So enjoy the journey, and learn from the experience! (It's way more fun that way.)

GOAL: _____

Month #1. _____

NOTES:

MY 12-MONTH ROADMAP (2 of 12)

GOAL: _____

Month #2. _____

NOTES:

MY 12-MONTH ROADMAP (3 of 12)

GOAL: _____

Month #3. _____

NOTES:

MY 12-MONTH ROADMAP (4 of 12)

GOAL: _____

Month #4. _____

NOTES:

MY 12-MONTH ROADMAP (5 of 12)

GOAL: _____

Month #5. _____

NOTES:

MY 12-MONTH ROADMAP (6 of 12)

GOAL: _____

Month #6. _____

NOTES:

MY 12-MONTH ROADMAP (7 of 12)

GOAL: _____

Month #7. _____

NOTES:

MY 12-MONTH ROADMAP (8 of 12)

GOAL: _____

Month #8. _____

NOTES:

MY 12-MONTH ROADMAP (9 of 12)

GOAL: _____

Month #9. _____

NOTES:

MY 12-MONTH ROADMAP (10 of 12)

GOAL: _____

Month #10. _____

NOTES:

MY 12-MONTH ROADMAP (11 of 12)

GOAL: _____

Month #11. _____

NOTES:

MY 12-MONTH ROADMAP (12 of 12)

GOAL: _____

Month #12. _____

Going Forward: _____

NOTES:

NOTES:

Dear Participant,

Thank you so much for sharing your time and energy with the world. Every time we work to improve ourselves, it contributes to the greater good, and makes the world a better place for the people around us.

I especially want to thank you for choosing this process as the next step in your journey. There are plenty of ways to move forward, so I am honored to have you here.

May you look back on this year and say, "This was my BEST year ever!" (so far...)

With love and happiness,

Deborah

PS If you wish to continue the journey with me, I make a great mentor. Visit my website at <https://DeborahAnnDavis.com> and see what else I have to offer (Masterminds, Books, Webinars, 1-on-1 Development, Retreats, etc.)