

# My Change Plan

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This planning guide can help you focus on the change you want to make in your life, and convert your intentions into action. You can use it with the assistance of a coach, counselor, or advisor, or on your own. Put on your thinking cap and go!

## 1. Declare the “Grand Objective” of the Change. “I Want (to) ...”

### A. If Your Objective is Not Yet Clear:

Make a List: “I Don’t Want”: (e.g. stress, conflict, health problems, money worries, etc.).

Make a List: “I Do Want”: (e.g. better relationships, better health, more income, etc.).

### B. Now, write a statement of intention:

**Think carefully** about what you want, and compose a general statement that captures what you want to change, do, or become (e.g. I want to be a non-smoker; I want a happy marriage, I want a career that I love, I want a profitable business, etc.). Keep refining it until it feels “right” – clear, compelling, and meaningful **to you**.

## 2. Specify the “Key Success Indicators.”

“Key success indicators” are the conditions you’ll observe when you’ve achieved your grand objective. They might be obvious and specific, or you might have to think carefully to decide what you’ll take as evidence of success.

1.

4.

2.

5.

3.

6.

### 3. Find the “Motivating Energy” for the Change.

**Itemize and visualize** the factors that might be holding you back (including psychological factors – fears, doubts, etc.). Then itemize and visualize the **payoffs**: how will your life be better once you’ve made the change? Flag the most valuable gains.

Hold-backs:

What Might I Need to Give Up?

1.

2.

3.

4.

5.

Payoffs:

What Benefits Will I Gain?

1.

2.

3.

4.

5.

What things can you do, short term and long term, to make sure the payoffs outweigh the hold-backs?

1.

2.

3.

4.

### 4. Build Your “Success Movie.”

**Visualize** one or more scenes – “mind movies” – that show your objective becoming a reality. See, hear, and feel the experience: what you’re saying, doing, and feeling; what others are saying, doing, and feeling; what’s happening when your objective has been achieved. Make these movie clips as vivid and realistic as possible.

Re-run these movies over and over in your mind. At least once every week, sit quietly, close your eyes, and see your mental movie or movie clips, in ever-increasing detail. Think of them as true, and you’ll find yourself **acting as if they’re true**. And then, of course, eventually **they will be true**.

## 5. Set Your “Key Action Areas.”

Key action areas are categories that help you think about the actions you plan to take to achieve your change objective. Pick two or three areas – at most, five – in which you will need to concentrate your energies. Give them simple names, such as “Networking,” “Education,” “Health,” “Diet,” “Fitness,” “Finances,” “Relationships,” or “New Products.”

For each action area, write at least one **immediate or short-term action** you will take, preferably expressed as a goal or something specific to be accomplished; and at least one **longer-term action** – something important, but something that might not pay off right away. You can add to this list as your change plan progresses.

Key Action Area:	Immediate Actions:	Longer-term Actions:
1.	1. 2. 3.	1. 2. 3.
2.	1. 2. 3.	1. 2. 3.
3.	1. 2. 3.	1. 2. 3.
4.	1. 2. 3.	1. 2. 3.
5.	1. 2. 3.	1. 2. 3.

## 6. Make Some Early Commitments

Choose a few important actions on your list as your **first steps**. Make a commitment to accomplish each one by a specific date. **Don't over-commit** – be sure you can accomplish **all** of the action items by the target dates, if you make up your mind to do it.

This will get you started. As you progress, you can set further deadlines for yourself. The key is to give yourself some early successes, to help you build confidence and commitment to accomplishing your overall objective in the long run. Go easy on yourself – rig the game for your own success.

Action Item:	Deadline:
1.	
2.	
3.	
4.	
5.	

Notes & Ideas:

## 7. Choose an “Accountability Avatar” for the Change

An “accountability avatar” (AA) is a person – real or imaginary – who has done, or knows how to do, what you’re trying to do. It might be an actual person, known to you, who is willing to meet with you or talk with you occasionally, to remind you of your commitments and help you re-energize your focus on your goal. It might be some famous or legendary person, or someone you admire, who can be your imaginary coach. It could even be a person you’ve created in your mind – an archetypal figure such as a wizard or a heroic figure of some kind.

My Accountability Avatar is: \_\_\_\_\_

On a regular basis, such as on the same day of each week, you can meet with your AA – either physically, over the telephone or Internet connection, or in your imagination.

Have your AA ask you these questions, and answer them as honestly as you can:

1. What specific actions have you taken, since our last discussion, to achieve the goals you set? What results have you seen?
2. What new action areas, goals, or tasks, have you added to your plan?
3. What benefits have you seen in your life so far?
4. Has your motivational energy to accomplish the change increased, decreased, or stayed about the same?
5. Do you need to do anything to increase your motivational energy to accomplish the change? If so, what must you do?

What specific things can you do to maintain your “momentum” for achieving the objective:

- 1.
- 2.
- 3.

## Some Things to Think About

- \* Have you tried to make major changes in your life before?
- \* How well did you plan and prepare for the changes?
- \* How successfully did you carry out your plan?
- \* If you've had difficulty making big changes in the past, what has been the most common stumbling block?
- \* What influences in your personal environment might tend to derail you from achieving your objective?
- \* Do you tend to "sabotage" yourself when the going gets tough?
- \* How might you be tempted to sabotage this particular change effort?
- \* What have you learned about "getting the big things done?"
- \* What can you do this time around to make sure you stay on the plan and achieve the goal?

For more information: <http://www.KarlAlbrecht.com>