

# Take Action

Creating a personalized tool-box to hack your habits, stay motivated, and achieve your goals helps take you from chaos to calm.



## UNIT 4

# DESIGNING YOUR ACTIONS

## PERSONALIZED TOOLS THAT WORK FOR YOU

1

### Take Action Worksheet

Capture ways to support yourself in taking action. Follow the prompts and reflect and refine. [Video Lnk.](https://youtu.be/YjxUg6xDB94)  
<https://youtu.be/YjxUg6xDB94>

2

### Do a Time Audit - Look at a Typical Week

Time is a resource. This is an opportunity to make mindful choices about how you are investing your time. Take a look at your calendar, academic planner, or current tracking system. What activities are you engaged in? How much time do they take? **How satisfied are you? What would you like to**

- Eliminate
- Have more of
- Add

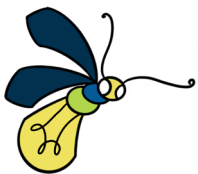
Print a blank week calendar or piece of paper and reflect on how you would like to spend your time. Imagine your ideal week. **Write down the activities you would like to do and when.**

3

### Habit Hacks Worksheet

Identify the tools to make your life more wonderful by creating systems that work for you. This sheet addresses four areas for life management - Time Tools, Project Management, Focusing, Communicating - and identifies whether this tool exists digitally and or IRL (in real life = in person). You can choose tools based on your learning style and preferred structure. This is an opportunity to act on one healthy you want to integrate.

[Link to the teaching video](https://youtu.be/sNm5L_jF1hg) [https://youtu.be/sNm5L\\_jF1hg](https://youtu.be/sNm5L_jF1hg)



What action can you take in 5 Minutes or less?



Cool Head  
Finds Good Answers

# Final Step - Take Action

A decision is just a notion until you take action!



Warm Heart  
Motivates Strong Action

## Actionable Plans Aligned Intention Commitment



### How do I get it done?

What is your current system?

What is working for you?

Is there anything you would like to tweak?

### Things to Consider

*You control the decision, not the outcome*

- What steps do I need to take?
- What would progress look like?
- What could I do specifically?
- How can I track my progress
- Resources I need

### Partner Power!

#### List My Support Network

Who can...

- cheerlead!
- help me stay motivated
- keep me accountable as a check-in buddy
- brainstorm ways to track progress
- help when I get stuck
- provide expertise & help problem solve

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### How often will I check in?

Daily, Weekly, Monthly?

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# Habit Hacks

## Life Management

Time Tools = Chunking Time

Project Management = Workflow

Focusing = De-stressing Urgency

Communicating = Support

## Time & Deadlines

- External deadlines are imposed
- Internal deadlines create urgency





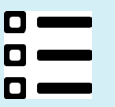












My daily habits for managing my choices will be...

Consider...

- When will this activity happen?
- For how long?
- Do I need anything to be successful?
- When will this be complete or the goal has been met?

Digital

IRL  
(In Real Life)

		Digital	IRL (In Real Life)
	Calendar	X	X
	Alarms	X	X
	"Pomodoro timer"	X	X
	Kanban Board	X	X
	Chunk things down	X	X
	Google tools	X	
	Trello	X	
	File Folder		X
	White Board		X
	Eisenhower matrix		X
	Productivity Apps	X	
	"Time off" Tech		X
	Phone call	X	
	Email	X	
	Texting Group Texting	X	
	Meet in person		X
	Zoom Calls	X	