

# My action plan

## What is the tool?

This tool is a simple way to record your actions in your support plan.

outcome	action	who	by when

## How can it help me with my support plan?

Each support plan needs to have an action plan before it can be agreed by the Local Authority or Primary Care Trust.

This tool is a simple way to pull together and record your outcomes and actions for your support plan. It also helps you review your actions to check that they will achieve what you want them to.



## How can I use this?

By the time you are ready to develop your action plan, you will have thought about what is important to you (About me) what you want to change and how you want your life to look (What do I want to change?) what resources you have (What do I have?) and you'll also have thought about ideas and options (Ideas).

By using a timetable, or another approach, you will have begun to work out how you are going to use your personal resources and your budget. This will be part of your support plan. The action plan provides a way to show how you will put your decisions into practice.

Look at each of your outcomes and decide what you need to do to achieve this:

- What will you do, specifically?
- By what time will you have done it?

You may have some actions that you can start immediately, and some that will be for the longer term (your action plan will be for up to a year long, when your support plan will be reviewed). When drawing up your actions, make sure that they are all things that you can affect directly, or that other people who need to do something have agreed to this.

It's helpful to show what your top three most important outcomes are, as in your annual review your Local Authority or Primary Care Trust may be recording whether people have been able to achieve the outcomes that are most important to them.

Once you have recorded your actions, check back that they are going to make the difference that you want them to make. If you have used some of the following tools, you can use them to check your actions. You could:

- Go back to your 'Working/Not Working' list and ask whether these actions change what is not working, but keep what is working.
- Look at your 'Perfect Week' or 'Dreams for the Future' to see if your actions move you closer to this.
- Look at your 'Good Day/Bad Day' information - will your actions make more good days likely?
- Do your actions build on your skills and gifts?
- Will your actions keep and build on your relationships and networks?
- Are you happy with the balance of radical, different or more traditional options that you have chosen?
- Do you feel motivated to put the actions into practice? Is there anything holding you back?

You should now have your first draft support plan ready to be agreed.