

# Developing A Plan CCCSS Model

Name	Goal	Date
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You may choose to use this worksheet for your any goal or project you wish to accomplish. You will also find it helpful when working with people you supervise, manage, or have sponsored. You can either give them the form to complete on their own or work with them. Use a different worksheet for each goal and for each individual item for which you will need a plan. Use more paper if needed. Use it to:

- ▶ Develop a Professional Development Plan
- ▶ Develop a plan to make a specific behavior change in your life, i.e. communicate more effectively, get more organized, more effectively use time, start an exercise program
- ▶ Accomplish a specific goal or objective
- ▶ Complete a major project

Ideally, you have already identified the long-terms dreams, visions, and goals that you want to turn into reality. If you haven't yet, you might want to take some time independent of this exercise to get clear about what is important to you and what you would ideally like to accomplish, acquire, and become in your life. Regardless of what you want, you turn your dreams into reality by taking action one step at a time, one day at a time. By completing this exercise, you are creating a road map to help you successfully make the journey from today to a specific time in the future.

I recommend that the first few times you do this exercise you focus on developing a three-month plan. Once you have successfully developed and implemented several three-month plans, then you might want to work on a longer time frame, or you may find that you do best planning in three months blocks of time. Experiment and find what works best for you.

**STEP 1:** Write a concise statement about what you would like to accomplish, acquire, or become by implementing this plan.

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**STEP 2:** Apply the CCCSS Model on the following page. Each letter stands for a certain type of action you are going to take to turn your dreams into reality. For each category, write at least three things that contribute to your success and personal satisfaction. (You may find that it is harder to come up with three responses in one section than in another. Rather than get frustrated, move on to the other sections. Then revisit the challenging sections and add other ideas at that time. You can add items to any section when you review this worksheet at a future date.)

**STEP 3:** Make a commitment now to continue doing the things you listed in the "Continue" section. You are already doing them, keep up the good work!

**STEP 4:** Even though the remaining action items are divided into four different categories (complete, change, start, and stop), work with them as if they were on one list. We are going to divide this list into two categories: "Easy Pickings" and "The Big Challenge." You will need two highlighters of two different colors.

## Easy Pickings

- ▶ Identify and highlight the Easy Pickings—the items you know you can do easily (think of picking the low fruit on a tree)
- ▶ Prioritize the Easy Pickings based on how easy they will be to complete; write #1 next to the easiest; write #2 next to the second easiest. Continue until all have been prioritized. HINT: Prioritize Easy Pickings based on your gut or first instincts. Ignore what you think you should be able to do easily, what someone else would say you should do, or what *someone else* might do first or second.
- ▶ Your job now is to complete easy Pickings #1 before you move on to #2.; complete means to totally implement it or to make it a habit. Or, if the first one or two are so easy that you are confident you can implement more than one at a time, do so.

## Challenges

- ▶ Use the other highlighter to identify the Challenges
- ▶ Now prioritize the Challenges; write #1 next to the challenge you most want to achieve; write #2 next to your second choice, etc. Your criteria could be which ones would be easiest for you to do, which ones would make the biggest difference, or another criteria of your choice.
- ▶ Work on only one Challenge at a time; wait until you have completed or mastered Challenge #1 before moving on to Challenge #2, and so on.

### C = Continue

I will continue doing the following things because they already contribute to my progress and success.

Priority	Item	Target	Done

### C = Change

I will improve how I do the following things so they better contribute to my progress and success.

Priority	Item	Target	Done

### C = Complete

I will complete the following things so I have more time, energy, and other resources to apply to my progress and success.

Priority	Item	Target	Done

### S = Start

I will start doing the following things because they will contribute to my progress and success.

Priority	Item	Target	Done

### S = Stop

Things I will stop doing because they interfere with or sabotage my progress and success.

Priority	Item	Target	Done

### Conclusion

Guess what... You can use the CCCSS Model to develop your plans for implementing each Easy Picking and each Challenge. Follow these same instructions. This way, you will be focusing on two new behaviors in addition to the ones you are already doing (the *Continue* items).

There are additional tools and techniques you might want to do to support your progress and development, and, ultimately, your success. If you want additional information on any of them, ask me.

- ▶ Create a Well-Formed Outcome for each item you are implementing
- ▶ Create an affirmation for each item you are implementing and use it daily
- ▶ Create a visual reminder of your desired outcome
- ▶ Request/Recommendation: If you find yourself procrastinating at designing or implementing any aspect of this exercise, getting overwhelmed, getting delayed, detoured, or otherwise distracted and so that you are not making the progress you want and need, please give me a call or e-mail me. I'd love to work with you, coach you, cheer you on, etc. I would also love to celebrate your successes, so share those, too.

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