IF-THEN Planning Worksheet

The If-Then Planning Worksheet is a simple yet powerful tool designed to help you turn your goals into clear, actionable steps by creating structured If-Then statements.

Step 1: Define Your Goal

What specific goal are you working toward? (Be clear and realistic.)
Example: "I want to exercise more."

My goal: _____

Step 2: Identify Your Triggers (The 'IF' Statement)

Think about when and where your goal-related action can happen.

✔ What time of day works best for this habit?

✔ Is there an event or routine that can trigger this habit?

✔ Can you connect it to something you already do daily?

Example:
"If it is Monday, Wednesday, or Friday at 7 AM…"

If:
_____

Step 3: Define Your Action (The 'THEN' Statement)

What specific action will you take when the trigger happens?

✔ Keep it small, clear, and achievable.

✔ Focus on one step you can commit to.

Example:
"…Then I will go for a 30-minute walk."

Then:
_____

Step 4: Create Your Personalized If-Then Plan-Now, put it all together

If: _____

Then: _____

Step 5: Anticipate Roadblocks & Solutions

What might get in the way of following through? (Lack of time, distractions, low energy?)

Solution Strategy: How will you work around these challenges?

Example:

Obstacle: "I might feel too tired in the morning."

Solution: "I will set my workout clothes next to my bed the night before."

Potential Roadblock: _____

My Plan to Overcome It: _____

Step 6: Make It Even Stronger

Take your plan to the next level by adding reinforcement:

✓ **Accountability:** Who can check in with you about this habit?

✓ **Rewards:** How will you celebrate consistency?

✓ **Mindset Shift:** What positive affirmation supports this goal?

Example:

"Every time I follow through, I will track my progress and remind myself, 'I am building strength and discipline.'"

My Reinforcement Strategy: _____

Final Reflection

How do I want to feel as I work toward this goal?

I want to feel: _____

What is one small step I can take today to move forward?

My next step: _____