30-Day Action Planner

Build the Life You Keep Putting on Hold

DAYS 1-7

See the situation clearly

Choose one relationship, opportunity, or decision. Record facts before interpreting them.

My focus

Day	Action for today	My note or result	Done
1	Name one situation you want to work on. Write the decision you keep postponing.		☐
2	List three things that have actually happened. Separate them from what you hope they mean.		☐
3	Write what you want and what has actually been offered or agreed. Name the gap.		☐
4	Notice how often you check, chase, or replay the situation. Record one pattern.		☐
5	Identify one responsibility you have neglected while waiting. Complete a small part today.		☐
6	List what you can influence and what depends on another person. Choose where to put your effort.		☐
7	Summarize the situation in five factual sentences. Include what you still do not know.		☐

What pattern became clearer?

What needs clarification next week?

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DAYS 8-14

Clarify before you commit

Seek useful information where it is appropriate and safe. Respect an answer already given.

My focus

Day	Action for today	My note or result	Done
8	Identify one question whose answer could change your next decision.		☐
9	Prepare a clear request: describe the facts and explain what you need to understand.		☐
10	Ask the question if it is appropriate and safe. If the answer is already clear, write what it means.		☐
11	Record the answer or lack of one. Keep observable facts separate from your interpretation.		☐
12	Define a boundary or limit you can follow through on without controlling someone else.		☐
13	Identify whether this decision needs expert advice. Arrange the right review if needed.		☐
14	Review what became clearer. Choose a next action that does not require someone else to change.		☐

What did I learn or accept?

What action now belongs to me?

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DAYS 15-21

Make a manageable move

Choose one small action that reflects the facts and protects your existing responsibilities.

My focus

Day	Action for today	My note or result	Done
15	Choose a useful action: test an idea, revise an offer, restore a routine, or step back.		☐
16	Set a responsible limit on time or money. Write what completion would look like.		☐
17	Put the first step on your calendar. Complete it, even if the larger outcome remains uncertain.		☐
18	Predict one moment when the old pattern may return. Write how you will respond.		☐
19	Ask for specific support, feedback, or information that would help you carry out the plan.		☐
20	Review your action. Adjust one part that was unclear or too difficult, then continue.		☐
21	Name one concrete difference in how you used your attention. Record the evidence.		☐

What action produced useful evidence?

What will I continue or adjust?

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DAYS 22-30

Review and carry it forward

Decide what continues based on evidence. A useful next month begins with a realistic commitment.

My focus

Day	Action for today	My note or result	Done
22	Reread your Day 7 summary. Note what changed in the situation and in your behavior.		☐
23	Identify one assumption you revised and the evidence that changed your view.		☐
24	Decide whether to continue, revise, pause, or stop the pursuit. Explain why.		☐
25	Choose one practice for next month and a realistic time to repeat it.		☐
26	Write what you will do when uncertainty or urgency pulls you toward the old pattern.		☐
27	Acknowledge a person, action, or ordinary part of life that deserves gratitude.		☐
28	Review your responsibilities. Adjust the plan so it fits the time and resources you have.		☐
29	Choose one commitment for next month. Define its first step and review date.		☐
30	Write yourself a letter: what will I no longer force, what will I work for, and how will I tell the difference?		☐

What am I no longer willing to force?

My next commitment and review date

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