



## The Elements of an Effective Plan Part Two

**A great effective plan contains the following nine elements:**

1. Simplicity
2. Attainable
3. Measurable
4. Specific
5. Repetitive
6. Immediate
7. Non-contingent (does not depend on other people)
8. Positive (A “doing” as opposed to a “stop doing” plan)
9. Follow-up

## The Nine Elements of an Effective Plan Explained

**Simplicity** = the plan needs to be simple and realistic. When it is too complicated, then clients can become confused, not know where to start and become paralyzed.

**Attainable** = the plan is something that is reachable and within their ability to follow through. You want it to be difficult enough that is challenging and provides a sense of accomplishment when completed, yet easy enough you know they can do it.

**Measurable** = the plan can be measured in weight, days, dollars, etc. so it becomes concrete whether or not the plan is successful. If it can't be measured, then how will you or they know if they accomplish their goals?

**Specific** = the plan must list exactly how the goal will be attained. If the goal is a long range goal then it must have short range steps involved. The goal must be understandable and clear.

**Repetitive** = the plan must be completed several times, so that it becomes part of their nature.

**Immediate** = the plan must be able to start right away even if it is a long term goal.

**Non-contingent** (doesn't depend on other people) = the plan must just involve the client. Remember we can only control ourselves and we cannot control anyone. This is why the plan must involve only the client because they are the only ones in control of their plan.

**Positive** = the plan must be something they are going to do, rather than something they are going to stop doing. Stop doing plans don't work! If someone wants to stop something, then you must create a plan about what they are going to do instead.

**Follow-up** = the plan must have some kind of check point to see if the plan is working or needs to be adjusted so that it will be successful. Do not take the time to plan with someone if you are not going to make the commitment to check back with them on how they are doing. This sends the message that you care about the outcome. Ask the following questions:

- What is their goal?
- What are they doing to achieve their goal?
- Is the plan working for them?
- If the plan is working then keep the plan and if the plan is not working adjust the plan.

## Develop a Plan for the Following Scenarios

Now I would like you to develop a plan for the following scenarios and please email your plans to [assignments@academyofchoice.com](mailto:assignments@academyofchoice.com).

1. You are working with a 40 year-old woman who works two jobs and takes care of her elderly father. Her goal is to lose 75 pounds.
2. You have a new client who is a 45 year-old woman, recently divorced, who needs to get a job to help support her three children. However, she has not been in the work force for over thirteen years. She was a television producer before she had her children.
3. You are also working with a 50 year-old male who was recently promoted to training new employees. He is very nervous about failing in his new position and hired you to coach him through this transition.