Towards environmental and climate protection: Personal action plan

Step 1: Describe the problem

The more you are aware of the problem you are about to tackle, the easier it will be to define means and strategies that will lead to success.

To start with, define some essential characteristics of the problem at hand:

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What are the major negative impacts of the problem? Please define them. Also consider the negative and positive impacts on yourself.

Negative impacts:	For whom?
1. ……	……
2. ……	……
3. ……	……

Usually, a situation has benefits too. Please name them.

Benefits:	For whom?
1. ……	……
2. ……	……
3. ……	……

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Step 2: Set your goals

You will certainly be able to define an overall goal to practise greener behaviour in general, for instance. However, it will be easier to have more specific goals. You have attended one or more learning units on themes related to greener behaviour. Have they motivated you to change your lifestyle? You could then set goals like “Saving energy” or “Changing my mobility patterns”.

Set yourself 1-3 SMART goals and let them be Specific, Measurable, Appropriate, Realistic and Time-bound.

Goal 1: ……

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Goal 2: ……

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Goal 3: ……

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Check your goals again against the following criteria:

- Are they as significant, simple and precise as possible?
- Are they measurable in the sense that you will clearly know afterwards if you have reached them or not?
- Are they appropriate for tackling the problem?
- Are they realistic and achievable?
- Can your goals be reached in a foreseeable timeframe?

Try to find positive wording for your goals and avoid formulating what you do not want.

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Step 3: Consider your resources

You may need some resources to reach your goals. Resources can include time, money, expertise, items or support by others. Check your goals in step 2 accordingly. Everything that helps you in reaching your goals is important.

If you simply want to change some behaviours – e.g., not using plastic bags any more – and no noteworthy resources are needed, please proceed to Step 4.

Otherwise please reflect on the following aspects.

1. Own time resources needed to achieve the goals:

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2. Own financial resources needed to achieve the goals:

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3. Other own resources:

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4. Desirable external support:

- ……
- ……
- ……

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Step 4: Select your strategies

Now choose 3-5 strategies that are suitable to achieve your goals. Sometimes less is more. 2 or 3 excellent strategies will get you to the desired results faster than 5 weak strategies.

If needed, you may also consider a strategy to increase your resources.

Strategy 1: ……

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Strategy 2: ……

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Strategy 3: ……

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Strategy 4: ……

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Strategy 5: ……

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When you have completed your list of strategies, prioritise them. Decide which strategy you will apply first, then the second, and so on. Take care that you don't apply too many strategies at the same time.

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Step 5: Consider contingencies

Each plan faces a hard time when it meets reality. It is absolutely normal that plans have to be adapted. Flexibility will increase the likelihood of success. Considering problems in advance is not "negative thinking" but add to the quality of your concept. Contingency plans are key when problems arise. Think ahead about what might go wrong and could be done.

Potential problem: ……

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Plan B: ……

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Potential problem: ……

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Plan B: ……

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Potential problem: ……

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Plan B: ……

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Potential problem: ……

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Plan B: ……

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Step 6: Implement your plan

"Even a journey of 1000 miles begins with the first step." And yet, many trips fail because we never take this first step. Remember: Anything that you don't achieve within 72 hours, you probably won't even start. Furthermore, once the first step is taken, the following are usually much easier.

Note your first steps on the following page and take the very first step tomorrow!

What will I do?	When will I start?	What do I need for my activities?

GreenerAge

HANDOUT

What will I do?	When will I start?	What do I need for my activities?