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STAGE 2 — CHAPTER 10

Getting ready for action • Worksheet 3

Create your Stage 2 Action Plan

Use this worksheet to create an action plan that will help you translate your ideas and goals into a reality.

This exercise is best done in collaboration with your support team. It is a valuable opportunity for everyone to regroup and for any members who have not been working through the Stage 2 chapters with you to get 'up to speed' on what you have decided so far.

If your plan for your new living situation is still unclear, or you are working to an extended timeframe, your action plan should reflect this.

It is important to note that you do not need to have completed all steps up to this point to find value in making an action plan that represents your situation.

Break complex steps down into simple tasks

If creating an action plan feels overwhelming and the tasks seem too complex, break them down into simpler actions. 'Finding a flatmate', for example, is a process

made up of many small steps. Sometimes, the first action just needs to be making a phone call or seeking more information to inform your next steps.

Responsibilities and timelines

When creating your action plan, make sure that every task:

- » is allocated to the person who will be responsible for making sure it gets done
- » includes a timeframe for when you expect the task to start and/or finish.

It is important to set timeframes that are realistic; this isn't a race to the finish line, it is a step-by-step process that, done well, has the potential to set you up for success in your new living situation.

STEP 1

Go to the action plan template on page 2 of this worksheet. For each heading under column **A**, write down what action steps need to be taken to get you from the 'idea' of setting up this living arrangement, to actually making the move. Use additional paper if necessary.

Note: Every situation is different and will therefore require different considerations. If there are sections listed here that are not relevant to you, leave these out of your action plan. Similarly, you can add additional sections if there are things you need to plan for that do not fit in the listed categories.

STEP 2

For each action, write down who will be responsible for managing this **B** and when it will be done by **C**.

Note: It is likely that you will come across elements in this process that are out of the direct control of you and your support team. It can be helpful to consider if the plans you set out here can allow for any flexibility, and whether you are willing to adjust them as you navigate the journey ahead. Discussing this with your support team can be useful to ensure a clear understanding of which plans are flexible and which are not.

My Action Plan:

A	B	C
Finding your physical home		
Actions	Who is responsible for this?	When will it be done?
Finding your flatmate(s) or live-in support		
Actions	Who is responsible for this?	When will it be done?
Engaging government and/or community supports		
Actions	Who is responsible for this?	When will it be done?

table continues on next page...

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Planning for/hiring your paid supports

<i>Actions</i>	<i>Who is responsible for this?</i>	<i>When will it be done?</i>

Managing your health and wellbeing

Actions	Who is responsible for this?	When will it be done?

Managing risks

Actions	Who is responsible for this?	When will it be done?

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Building skills for your transition		
Actions	Who is responsible for this?	When will it be done?

Building natural supports		
Actions	Who is responsible for this?	When will it be done?

STEP 3

Decide on how you intend to monitor the progress of this action plan. This could be regular meetings with your whole support team, or check-ins with key people as various stages get underway. Write this down in the table below.

If relevant, write down your next check-in date (optional).

How do you plan to monitor the progress of this action plan?
Date of next check-in (optional):

Sometimes working through these stages helps identify things you didn't think of before.

If completing this task helps you see something is missing from your previous worksheets, go back and update them now.