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## STAGE 3 — CHAPTER 4

### Making the move • Worksheet 1

# Create your Stage 3 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 and 3 chapters with you to get 'up to speed' on what you have decided so far.

This worksheet assumes that you:

- » are planning to move into your new living situation in the near future, or have already moved
- » have actioned at least some of the steps that you set in your Stage 2 Action Plan (Stage 2, Chapter 10).

However, if:

- » your plan for your new living situation is still unclear,
  - » you are working to an extended timeline, or
  - » you have not completed all the steps up to this point,
- there will still be value in completing this exercise. The action steps you set out will reflect your particular situation. Alternatively, you may like to go back to your Stage 2 Action Plan to focus on the earlier stages of planning.

### 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

Review your Stage 2 action plan. Identify any action steps that have not yet been completed. Copy these to the relevant section of the template on pages 2-4 of this worksheet. Use additional paper if necessary.

#### STEP 2

Identify any areas of your Stage 2 action plan that need to be updated based on progress you have made since you last reviewed your plan.

Consider what your next action steps need to be in these areas. Add these to the relevant section of the template. Use additional paper if necessary.

### STEP 3

Considering the information you have gathered and the decisions you have made in your Stage 3 worksheets, write down any additional action steps that are required to get you from where you are now to being well-setup in your new living situation. Use additional paper if necessary.

Note: While the work you have done in your Stage 3 worksheets may have raised action steps in any of the categories below, pay particular attention to the sections marked **A**, **B** and **C** on page 5 of this worksheet.

## STEP 4

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

**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:

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?

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*Engaging government and/or community supports*

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

*Planning for/hiring your paid supports*

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

*Managing your health and wellbeing*

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

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## Managing risks

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

### 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?

table continues on next page...

A

**Setting up your finance systems***Actions**Who is responsible for this?**When will it be done?*

B

**Running your household***Actions**Who is responsible for this?**When will it be done?*

C

**Making the move***Actions**Who is responsible for this?**When will it be done?*

**STEP 5**

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):*

Remember to update or reuse this template as often as necessary to help maintain your focus and momentum towards achieving your goals.