My 30-Day Plan

Go back to WB5. Based on how well you managed to use the step you chose and how much time it gave back to you, decide whether to keep going with it.

If you haven't tried the step yet, test it with WB5 first. If the step was too big or unclear, or didn't help you gain time for yourself, adjust it and test it again.

1. The situation from WB5 and the step I'm continuing with

2. When or under what circumstances will I use the step?

3. THREE LEVELS OF THE SAME STEP

A minimum I can manage even on a rough day

A standard for a regular day

A bonus for when I have extra room

THE RETURN RULE

After a lapse, I'll go back to the minimum at the next opportunity. I'll keep going in the same cycle. As soon as I can, I'll move back up to the standard. If lapses keep happening, I'll adjust the step.

When a Day Doesn't Go as Planned

4. FALLBACK BRANCHES

Choose the obstacles that could make it harder for you to use the step. Prepare a short response for each one.

If time is tight, how will I do at least the minimum?

If I skip the step, how will I get back to the minimum at the next opportunity?

If others put pressure on me, what will I say or do?

If I start reacting sharply, how will I stop myself?

If I'm tempted to fall back on my old escape, what will I do instead?

5. HOW WILL I KNOW THE PLAN IS WORKING?

Build on WB5. Write down one specific result you'll be able to recognize on a regular day.
For example: "After dinner, I'll have twenty minutes left for myself."

Daily Log

Before you fill it in, make two copies. In the Day column, write 1–15 on the first copy and 16–30 on the second.

SAME CYCLE / THIRTY DAYS IN TOTAL Track thirty days in total.

From _____ **To** _____

Day	Situation Came Up?	Levels	Step Result	What Helped and What Didn't	Return After a Lapse

HOW TO FILL IN A ROW

From and To are the first and last dates on this sheet. If the chosen situation came up, mark Y; otherwise, mark N. With N, write only any adjustment you made that day, in the notes. A day marked N is still part of the cycle.

Combine all of the day's occurrences of this situation into one row. For each one, pick the highest level you reached. M is the minimum, S the standard, and B the bonus. If you didn't manage even the minimum, use 0. List each mark only once, for example, S/0.

After using the step at least partly, write the day's Step Result using the measure from part 5, for example, "10 min" or "0 min." If you didn't use the step, leave the result blank.

Briefly note what affected how you used the step or what it gave you. Note any adjustment to the step or a level on the day you made it. With 0 in Levels, write how you've already picked up again or how you'll get back to the minimum at the next opportunity.

Evaluation After Thirty Days

WHAT I'LL KEEP UP IN THE NEXT CYCLE

After day 30, go through your log for the whole cycle. Also go back to the measure you set for knowing the plan was working, and notice how well you managed to pick up again after a lapse.

What did I really keep up?

Where did the plan keep falling apart?

What gave me space back?

What was only a nice idea?

Where was the minimum still too big?

ONE NEXT STEP

Write down one specific step. You can repeat the plan, scale it down, or strengthen it a little. If the step has already settled in, you can use the same approach for another area.