

# Facilitator Guide: Create a Change Plan

## Introduction: Why a Change Plan Matters

### You Say:

"In point one, we build our motivation to change by building awareness, learning what we want, what gets in the way, and what supports us. Tools like Defining our Values, Cost-Benefit Analysis, and the Five Questions help us get clearer on our goals. The Change Plan helps us put those plans into action."

### Key points to highlight:

- A Change Plan is a simple, flexible way to **turn intentions into action**.
- It helps participants identify **specific, achievable steps**.
- It focuses on **what they want to change, why, and how they'll do it**.

## Step 1: Introducing the Change Plan Tool

### You Say:

"The Change Plan form gives you space to think through a change you want to make—and how you can follow through on it. You don't have to fill in every single blank right now. Today, we'll focus on understanding the tool and brainstorming ideas together, and if this tool resonates with you, I encourage you to explore it further."

Show or describe the Change Plan form (page 29 of the SMART Participant Handbook), including prompts like:

- What changes do I want to change?
- How important are these changes to me?
- What steps will I take?
- Who can help me right now?
- What challenges might I face, and how could I handle them?

### Facilitator's Role:

- Emphasize that this is **participant-driven**—they get to define the change.
- Remind participants the plan can be adjusted over time.

- Normalize uncertainty, this is a **draft, not a contract**.

## **Step 2: Brainstorming Key Elements Together**

**You Say:** "Let's brainstorm a few pieces of a possible Change Plan. You can think about your own situation or help build an example as a group."

Suggested prompts:

- What's a behavior of concern I want to reduce, stop, or replace?
- Why is this change important to me?
- What's one small step I could take this week?
- What obstacles have tripped me up in the past?
- Who could I ask for support?

Write responses as a group (whiteboard, screen share, or flip chart).

### **Facilitator's Role:**

- Focus on **realistic, specific actions**.
- Gently challenge vague goals (e.g., "get better" → "reduce weekday drinking" or "take a 10-minute walk after work").
- Reinforce strengths and creative ideas shared by participants.

## **Step 3: Encouraging Personal Reflection and Next Steps**

**You Say:** "Now that we've explored the Change Plan together, let's take five minutes to reflect on what you might want to include in your own. You don't have to complete it right away, but even starting to fill in a few pieces can be a powerful step."

### **Optional Reflection Questions:**

- What's one change you feel ready to work on?
- What's your 'why'—what's motivating you to make that change?
- What support might you need to take the first step?

### **Facilitator Quick Tips:**

- Let participants keep the Change Plan worksheet for future use.
- Invite participants to revisit and revise their plan over time.
- Celebrate even small steps. Planning is progress!

## **Summary**

The **Create a Change Plan** tool helps participants move from awareness to action. By identifying what they want to change, why it matters, and how they'll approach it, they build confidence and momentum toward meaningful goals. This tool brings together insights from earlier SMART tools and focuses them into a plan that fits their values, needs, and strengths.