



3: THE POWER OF SELF-MANAGEMENT

Effective Self-Management: Action Plan

Action Planner

Reflect and Prepare

Name: _____

What Is Self-Management?

Self-management means taking ownership of your emotions, time, energy, habits, and mindset to stay on track—even when life gets busy, messy, or hard. It's a daily tool to build your personal competitive advantage.

Why This Matters to Me

In your own words, why does managing your emotions and energy matter to your future, your goals, and the lifestyle you want to build?

Where I Struggle Most

- ☐ Anger or impatience
- ☐ Managing energy or sleep
- ☐ Negative thinking
- ☐ Following through on plans and commitments
- ☐ Distractions or procrastination
- ☐ Managing pressure or stress
- ☐ Other: _____

Belief Shift

Circle or write a belief to guide your growth:

"I don't wait for motivation—I create structure."

"One small habit a day can change everything."

"How I manage myself shapes how others see me."

"I have more control than I think."

Other: _____



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Putting Self-Management Into Practice

Name: _____

My 28-Day Focus Habit

What small action will you practice daily to improve your self-management?

When will you do it? _____ Where? _____

How will you track it?

☐ Calendar ☐ Habit App ☐ Paper Log ☐ Partner Check-in

Restart Plan

When I fall off track (because I will), I will:

☐ Use my anchor phrase: " _____ "

☐ Reflect without judgment and try again

☐ Reach out to someone I trust

☐ Other: _____

Weekly Reflection Prompts

1. What helped me stay on track this week?

2. What made things harder, and what can I change?

3. What was the impact of my new habit on my stress, emotions, or focus?

4. How did I grow my competitive advantage this week?

28-Day Habit Tracker

Focus habit: _____

Week 1 ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

How did week 1 go? Circle one word:

☒ Focused ☒ Tired ☒ Clear
☒ Scattered ☒ Motivated ☒ Proud

Week 3 ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

How did week 3 go? Circle one word:

☒ Focused ☒ Tired ☒ Clear
☒ Scattered ☒ Motivated ☒ Proud

Week 2 ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

How did week 2 go? Circle one word:

☒ Focused ☒ Tired ☒ Clear
☒ Scattered ☒ Motivated ☒ Proud

Week 4 ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

How did week 4 go? Circle one word:

☒ Focused ☒ Tired ☒ Clear
☒ Scattered ☒ Motivated ☒ Proud