

Action Plan: Building Resilience



Name:

Date:

Steps	Ask yourself:	Examples:	My Action Plan
1: Identify areas in your work or personal life that challenge your resilience.	- What situations make me feel stressed, frustrated, or anxious? - How do I usually react to challenges?	I get tense when dealing with difficult guests or last-minute schedule changes.	
2: Strategy Selection Choose practical ways to strengthen your resilience in those areas.	Which strategies are suitable for me?	- Practicing mindfulness - Breathing techniques - Using positive self-talk - Seeking peer or supervisor support - Focusing on what can be controlled	
3: Goal Setting Turn strategies into clear, achievable goals.	Do my goals follow the SMART principle — Specific, Measurable, Achievable, Relevant, Time-bound?	- I will take three deep breaths before responding to complaints. - I'll schedule a weekly 10-minute reflection to review what went well.	
4: Monitoring Track your progress and reflect regularly.	- What's working well? - What needs adjusting?	Keeping a short journal or check-in log to review progress every couple of weeks.	