

Micro Action Item Handout

When it comes to creating your micro action item(s) and successfully following through, please keep these four foundational components of self-care in mind:

- **Self-Awareness:** leverage information that you already know about yourself (e.g. activities that energize you, top stress triggers, self-sabotaging patterns, your support system, etc.)
- **Self-Compassion:** replace self-judgment with a compassionate inner dialogue
- **Self-Responsibility:** you are responsible for yourself, your choices, your actions. It is up to you to create your own opportunities and take the initiative for getting what you want out of life. Instead of looking outside yourself for answers, you exercise your personal area of freedom to make decisions and take actions that don't depend on the approval or consent of other people.
- **Self-Trust:** set realistic and 100% achievable micro action items

I, _____, commit to the following micro action item(s):

_____.

I will complete the above by _____ (date).

Optional: The person who will hold me accountable to completing the above

item(s) by the completion date is _____.

Bonus Tip #1: Schedule this into your calendar and treat it as a high priority appointment that can't be cancelled.

Bonus Tip #2: Take 1 minute every day to envision yourself completing your micro action item(s) and how you want to feel. When you visualize an experience, a.k.a. mentally rehearse, it activates the Reticular Activating System in the brain. This part of the brain knows no difference between a real and a lived experience. When you visualize yourself successfully doing something, this acts as your inner GPS to guide you to following through.

