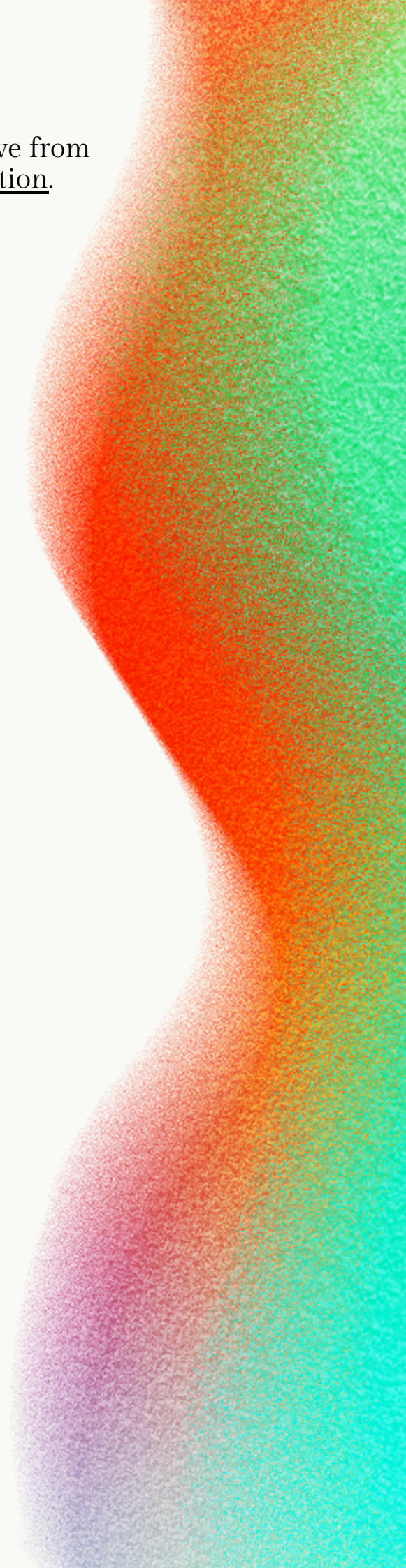


A simple system to help you move from
intention to action to completion.

3 - STEP FOLLOW THROUGH PLANNER

Dymond A. Booth, PsyD





PURPOSE OF THIS PLANNER

Follow-through isn't about motivation — it's about structure.

This tool turns your ideas into achievable steps, keeps you accountable, and builds momentum toward long-term success.

Use this planner daily, weekly, or for major goals — repetition builds consistency, and consistency builds confidence.



THE 3 EASY STEPS

- 1** **Clarify** → Decide what you are committing to and why it matters.
- 2** **Plan** → Break it down into doable, scheduled steps.
- 3** **Complete** → Track progress, follow through, and reflect.

STEP 1: CLARIFY



What are you committing to?

- Describe the task/ goal/ assignment briefly.
- Identify urgency, importance, and desired outcome.

COMMITMENT DESCRIPTION	WHY IT MATTERS	DEADLINE

Reflection Prompt (write 3 - 5 sentences)?

- Who will I become by completing this?
- Who will benefit when I follow through on this?

STEP 2: PLAN



Make It Specific. Make It Scheduled. Make It Successful.

Break your commitment into 3–5 realistic action steps.

Assign a date, time, and estimated duration for each step.

Return to this list as you work to update completion status.

If a task isn't completed as planned, reschedule and adjust — don't abandon the goal.

<u>ACTION STEP 1</u>	<u>DATE/ TIME SCHEDULED</u>	<u>DURATION</u>	<u>STATUS</u>
			☐
<u>ACTION STEP 2</u>	<u>DATE/ TIME SCHEDULED</u>	<u>DURATION</u>	<u>STATUS</u>
			☐
<u>ACTION STEP 3</u>	<u>DATE/ TIME SCHEDULED</u>	<u>DURATION</u>	<u>STATUS</u>
			☐
<u>ACTION STEP 4</u>	<u>DATE/ TIME SCHEDULED</u>	<u>DURATION</u>	<u>STATUS</u>
			☐
<u>ACTION STEP 5</u>	<u>DATE/ TIME SCHEDULED</u>	<u>DURATION</u>	<u>STATUS</u>
			☐

Clarity creates momentum — structure creates completion.

STEP 3: COMPLETE



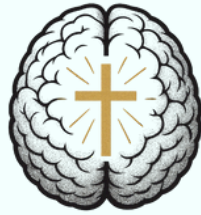
Turn Completion Into Growth

Once you've checked off each action step in Step 2 and the task/ goal/ assignment is complete, it's time to reflect, learn, and celebrate your follow-through.

What changed because I followed through?

What did I learn about my planning, effort, or habits?

How can I apply this learning to future commitments?



FAITH
HELPS
LLC

WANT TO LEARN MORE?

My life coaching services are designed to help you move from inspiration to transformation — not by overwhelming you, but by walking with you as you build discipline, strengthen your mindset, and pursue the purpose God has placed on your life. Whether you're navigating transition, needing structure, craving deeper spiritual growth, or simply tired of doing everything alone, you don't have to figure it out by yourself.



If you're ready to

- *take intentional steps toward your goals,*
- *build habits that actually stick,*
- *strengthen your mindset and resilience,*
- *grow spiritually and emotionally, and*
- *move confidently into the future you've been preparing for...*

I'd be honored to walk along side you!

SCHEDULE A FREE CALL