*** KICK IT: A Guide to Smoking Cessation in the Workplace***

**Creating your Action Plan**

**Bottom Line: Having a specific action plan can improve your chances of quitting smoking for good.**

1. **Write a clear statement about why you’ve stopped smoking.**

* Who else will benefit from your decision to quit?
* Try to imagine how you’ll look.
* How will you feel about yourself?
* You may want to regain control of your life. You may wish to set a good example for your kids or improve your relationship with family and friends. You may wish to keep more of your hard-earned money!

1. **List your concerns about quitting.**

* ****Beside each concern, write one or more things you’ll do to overcome this challenge.
* Ex. “I am concerned about failure. However, each quit attempt is a success and I will be learn new skills to apply for my next quit attempt!”

1. **Prepare for withdrawal.**

* Write down one or two strategies to deal with each withdrawal symptom. What will you tell yourself? What will you do?

1. **Acknowledge the skills and knowledge you already have.**

* Think about the times you’ve gone without smoking in the past. What did you do to abstain from smoking? Which strategy seemed to be the most helpful?
* Have you become more physically active, changed your diet, started wearing your seat belt, or stopped putting things off? How did you do it? Could these skills help you change your smoking behaviour?

1. **Identify your social support.**

* Most people underestimate the support they think they’ll get from their family and friends.
* List the people you can count on to help you.
* Who can you call for encouragement?
* Who will help distract you when you crave a smoke?
* Who can help you avoid tempting situations?

1. **Identify your smoking patterns and triggers.**

* Use your Tracking Sheet to record how much you smoke, where you were, who you were with, what you were thinking/feeling during and after you smoked.
* Review the notes after one week to see if you can find any patterns to your smoking.
* Ex. I notice I smoke more when I am at work, with a certain person, and feeling stressed.

1. **Determine how to change the things that remind you of smoking.**

* Write down the things that remind you of smoking (ex. coffee, alcohol).
* Write what you will swap the cigarette with (ex. tea, juice, going outside, removing ashtrays from sight).

1. **Set a quit date.**

* The final step is to set a date to begin your life without cigarettes!
* Try to pick a specific date within the next three weeks.

1. **Put the date in writing!**



Source: [www.gosmokefree.gc.ca](http://www.gosmokefree.gc.ca)