

Personalized Recovery Planning Template

Instructions: This template is designed to help you create a detailed and personalized recovery plan. It will guide you through the process of setting goals, identifying triggers, planning coping strategies, and tracking your progress. Recovery is a journey, and having a clear plan can support your commitment to making positive changes in your life.

Section 1: Recovery Goals

Purpose: To clearly define what you want to achieve in your recovery. Setting specific, measurable, achievable, relevant, and time-bound (SMART) goals can help you stay focused and motivated.

Long-Term Goals

What do you hope to achieve in the long term?

- Consider where you want to be in 6 months, 1 year, or 5 years.
- Examples: Maintain sobriety for one year, Rebuild trust with family members, Secure stable employment.

Goal 1:

Goal 2:

Goal 3:

Short-Term Goals

What smaller, immediate steps will help you achieve your long-term goals?

- Short-term goals should be achievable within a few weeks or months and serve as building blocks toward your long-term goals.
- Examples: Attend three support group meetings per week, Reduce substance use by 50% in the next month, "Complete a job application



Goal 1:

Goal 2:

Goal 3:

What actions will you take each day to stay on track?

- Daily goals can include routines and habits that support your recovery.
- Examples: Practice mindfulness for 10 minutes each morning, Avoid social settings that encourage substance use, Keep a daily journal of thoughts and triggers.

Daily Goal 1:

Daily Goal 2:

Daily Goal 3:

Section 2: Identifying Triggers

Purpose: To recognize the people, places, situations, and emotions that trigger your desire to engage in substance use or addictive behaviors. Understanding your triggers is crucial for avoiding or managing them effectively.





External Triggers

What external factors trigger your substance use or behavior?

- Examples: Being around certain people, Attending parties or social gatherings, Stressful work environment.

Trigger 1:

Trigger 2:

Trigger 3:

Internal Triggers

What internal feelings or thoughts trigger your substance use or behavior?

- Examples: Feeling lonely or isolated, Experiencing anxiety or depression, Negative self-talk.

Trigger 1:

Trigger 2:

Trigger 3:





Situational Triggers

What specific situations or events lead you to substance use or behavior?

- Examples: After a stressful day at work, during family conflicts, when celebrating a success.

Trigger 1:

Trigger 2:

Trigger 3:

Section 3: Coping Strategies

Purpose: To develop and document strategies that you can use to manage or avoid triggers, and to handle cravings or urges when they arise. Effective coping strategies are essential for maintaining progress in recovery.

Coping with External Triggers

What strategies will you use to manage external triggers?

- Examples: Avoid places where substances are used, Spend time with supportive, non-using friends, Practice assertiveness in declining offers to use.

Strategy 1:

Strategy 2:



Strategy 3:

Coping with Internal Triggers

What strategies will you use to manage internal triggers?

- Examples: Engage in mindfulness or relaxation techniques, Challenge and reframe negative thoughts, Reach out to a therapist or support group when feeling down.

Strategy 1:

Strategy 2:

Strategy 3:

Coping with Situational Triggers

What strategies will you use to manage situational triggers?

- Examples: Plan ahead for high-risk situations, Develop a routine to unwind after work that doesn't involve substance use, Use a 'buddy system' in social situations.

Strategy 1:





Strategy 2:

Strategy 3:

Section 4: Support System

Purpose: To identify the people and resources that can support you in your recovery journey. A strong support system can provide encouragement, accountability, and assistance when challenges arise.

Key Support People

Who are the key people in your support network?

- List friends, family members, sponsors, or mentors who you can rely on for support.

Name and Role 1:

Name and Role 2:

Name and Role 3:





Professional Support

What professional resources are available to you?

- List therapists, counselors, doctors, or treatment programs that are part of your recovery plan.

Professional and Contact 1:

Professional and Contact 2:

Professional and Contact 3:

Peer Support Groups

What peer support groups will you attend?

- Examples: AA/NA meetings, Online recovery communities, Group therapy sessions.

Group and Time 1:

Group and Time 2:

Group and Time 3:





Emergency Contacts

Who can you contact in a crisis or if you feel you're at risk of relapse?

- Include people who can provide immediate support or intervention.

Contact 1:

Contact 2:

Contact 3:

Section 5: Progress Tracking

Purpose: To regularly monitor your progress, celebrate successes, and identify any setbacks that need addressing. Consistent tracking can help you stay motivated and on track with your recovery goals.

Daily Check-In

How did you do today in terms of avoiding triggers and using coping strategies?

Consider keeping a daily journal or using an app to log your experiences.

Triggers Managed: _____

Coping Strategies Used: _____

Challenges Faced: _____

Successes: _____

Mood/Feelings: _____





Weekly Review

How did the week go overall? Did you meet your goals?

Reflect on the week's successes and challenges.

Goals Achieved: _____

Goals Missed: _____

What Worked Well: _____

What Needs Improvement: _____

Plans for Next Week: _____

Monthly Progress

What progress have you made this month? What areas need more focus?

Take a broader view of your recovery, assess long-term progress and adjusting your plan as needed.

Major Accomplishments: _____

Areas for Improvement: _____

Adjustments to Recovery Plan: _____

New Goals for Next Month: _____

Section 6: Reflection and Adjustment

Purpose: To periodically reflect on your recovery journey, assess what's working, and make necessary adjustments to your plan.

Reflection Questions

What has been the most challenging part of your recovery so far?





What strategies or support have been most helpful to you?

Are there any triggers or challenges you didn't anticipate? How are you addressing them?

How do you feel about your progress overall?

Adjustments to Plan

What changes do you need to make to your recovery plan?

List any new goals, strategies, or support systems you want to incorporate.

Adjustment 1: _____

Adjustment 2: _____

Adjustment 3: _____

Conclusion and Commitment

Recovery Commitment Statement:

By completing this template, you've taken an important step in your recovery journey. Use this plan as a living document—revisit and revise it regularly as you progress in your recovery. Remember that setbacks are part of the journey, and what's most important is your commitment to continue moving forward.



**My Commitment to Recovery:**

I commit to following this recovery plan, seeking support when needed, and making adjustments as I learn more about myself and my needs. I understand that recovery is a journey, and I am dedicated to working towards a healthier, substance-free life.

Signature: _____

Date: _____

Disclaimer: This worksheet is for educational purposes only and is not a substitute for professional medical advice, diagnosis, or treatment. Always seek the advice of your physician or another qualified health provider with any questions you may have regarding a medical condition.



Facilitation Instructions

The Personalized Recovery Planning Template is designed to help clients articulate their recovery goals, identify action steps, and establish a support network to aid them in their journey. This tool facilitates structured goal-setting and provides a clear roadmap for the recovery process.

- ***When to Use:***

- Use the Personalized Recovery Planning Template early in the treatment process to set the foundation for the client's recovery goals and strategies.
- Revisit the plan periodically to assess progress, adjust goals, and make necessary changes to the action steps.

- ***Preparation:***

- Review the template beforehand so you are familiar with its sections and can assist the client effectively.

- ***Administering the Symptom Checker:***

- Explain to the client that the Personalized Recovery Planning Template is a tool to help them create a structured plan for their recovery. Emphasize that this plan will guide their treatment and help them stay focused on their goals.
- Stress that the plan is personalized—it's about what works best for them and should reflect their unique needs, strengths, and aspirations.
- Encourage the client to think carefully about each section, particularly their goals and the specific steps they need to take to achieve them. Let them know that the plan should be realistic and tailored to their current situation.

- ***Reviewing the Results:***

- Begin by discussing the client's overall experience in completing the plan. Were there any sections they found difficult or enlightening?
- Review each section together, focusing on the quality of the goals and action steps. Discuss whether the client feels confident in their ability to follow through with the plan.
- Discuss potential challenges the client might face in following their action steps. Encourage them to think about how they can overcome these challenges, possibly incorporating contingency plans into the template.
- Emphasize that the plan is a living document—something that can and should be revisited and revised as the client progresses in their recovery.
- Encourage the client to start implementing the plan immediately. Set a timeline for the first few action steps and discuss how they will check in with you or their support network as they work on these steps.
- Incorporate the personalized recovery plan into regular therapy sessions. Use it as a reference point for discussing progress, addressing setbacks, and celebrating achievements.

- **Scoring Approach:**

- The Personalized Recovery Planning Template is more qualitative, focusing on the quality and specificity of the goals and action steps rather than numerical scoring. However, you can evaluate the effectiveness of the plan using a qualitative scoring system:
 - Low Quality: Goals are vague, unrealistic, or not aligned with the client's needs and capabilities. Action steps are unclear or not actionable.
 - Moderate Quality: Goals are somewhat specific but may need refinement. Action steps are mostly clear but may require additional details or adjustments.
 - High Quality: Goals are well-defined, realistic, and clearly aligned with the client's needs. Action steps are specific, actionable, and directly support the achievement of the goals.

- **Evaluating Sections:**

- Goals: Assess whether the goals are specific, measurable, achievable, relevant, and time-bound (SMART). High-quality goals will be clear, focused, and realistic given the client's current stage in recovery.
- Action Steps: Evaluate the clarity and feasibility of the action steps. Each step should be practical and directly related to achieving the corresponding goal.
- Support Network: Review the identification of supportive individuals and resources. A strong plan will include a variety of supports that are accessible and aligned with the client's needs.