

Focus Plan

Step 1: Define the task

Write one task you need to complete this week. For example, "clean the house for guests."

Step 2: Break the task into smaller parts

Breaking a large task into smaller parts makes it feel more manageable. "Clean the house" might sound daunting, but "wash dishes" and "do laundry" seem easier to handle.

Task Parts	Time Required
1	
2	
3	
4	
5	

Step 3: Create a schedule

Schedule the task for a specific time, or link it to a daily activity (e.g. "do the laundry when I get home"). Also, plan how you will remember to work on the task (e.g. "set a phone reminder").

Schedule	Reminders



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Step 4: Prepare for the task

List how you will get ready to work on the task, before the scheduled time.

<p>Eliminate Distractions List distractions you can eliminate before starting (e.g. silencing phone, working from a room without a TV).</p>	<p>Plan for Unavoidable Distractions Create "If, then" plans for likely distractions (e.g. If my friend calls, then I will say "Let me call you back in 15 minutes").</p>
<p>Materials and Supplies List items you will need to complete the task (e.g. dish soap, sponges, laundry detergent).</p>	<p>Physical Preparation List actions you will take to be ready for the task (e.g. dressing appropriately, getting home on time, having a snack).</p>

Step 5: Imagine the outcome

Many people underestimate the positive feelings that come from completing a task. Describe the benefits of completing the task, and how you will feel as a result.

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