

FOCUS PLAN

Step 1: Define the Task

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

Step 2: Break the Tasks down into Realistic Parts

Breaking the task down into parts make the task less daunting and more manageable. Cleaning the house as a whole may feel overwhelming, but "doing the dishes" or "doing laundry" may feel more reasonable to do on its own.

Task Parts

1	Est. Time Needed:
2	Est. Time Needed:
3	Est. Time Needed:
4	Est. Time Needed:
5	Est. Time Needed:

Step 3: Create a Schedule

Schedule the task for a specific time or link it to a daily activity. ie. "do laundry when I get home from work". Next, plan how you will remember to do the task. ie. set a labeled phone alarm at the time you normally get home from work that says "Start Laundry" or "First Laundry, then Dinner". That way you know that when you're finished with laundry you will get to eat dinner as a motivator.

Coach advice: If you know you're going to snooze the alarm, set three follow up alarms 10-15 minutes apart to remind yourself that YOU want to do this. This is a priority for you.

See the next page for a schedule template.

Use this template to schedule **the five parts of the task** OR use this template to **break down one part of the task at a time**. Use it for what you need! You got this!

Schedule

Reminders

Step 4: Reflect

Simply reflect on the experience in the box below. There are no wrong answers. Consider the prompts: How did it go overall? What reminder worked the best for you? Is there anything you want to tweak the next time you do this exercise? Remember, if this is your first or tenth time doing the exercise, you are **doing the work!** Be proud yourself!

