

# FOCUS PLAN

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## 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

## 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

### ELIMINATE DISTRACTIONS

List distractions you can eliminate before starting  
(e.g. silencing phone, working from a room without tv).

### 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").

### MATERIALS AND SUPPLIES

List items you will need to complete the task  
(e.g. dish soap, sponges, laundry detergent).

### PHYSICAL PREPARATION

List actions you will take to be ready for the task  
(e.g. getting home on time, having a snack).

## 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.

Schedule

Reminders