

Common Planning Elements

My goal or outcome: _____		
Planning element	Description	What could this look like for the goal?
To-do list	Listing specific actions or tasks that need to be completed	
Schedule	Identifying a specific time to focus on the ongoing tasks; setting reminders	
Timeline	Outlining when each step needs to be completed to meet a deadline; determining when you will monitor progress toward your goal	
Emotional triggers and response options	Thinking about potential feelings you might encounter while working on your plan, and then identifying how you will address your emotional reactions so that you can keep making progress	
Managing distractions	Identifying potential distractions and determining how you will eliminate or manage them	
Accountability partner	Asking a friend to check in with you or participate in your activities or tasks; providing support, encouragement, and honest constructive feedback to each other	