

Planning: Practice The Skill Of Planning (This is an appendix for your reference.)

This worksheet provides a way to break down a bigger project into small projects.

It can be surprising how many steps are involved in a project.

If you're having trouble identifying the steps, imagine working through the process, like following a recipe.

Visualize each step, paying attention to how you feel as you work them through.

Suggestion: If you are still working on the basics in Skills for Success, keep this project simple.

Reflect on how you are doing. How you feel about your progress. Can you modify for success?

STEP	COMPONENT	Self-Reflection				
1.	What is my desired outcome or goal?					
2.	Review underlying feelings about this project? What benefits do I expect from completing this project? Are there any downsides to completing this project? Have I tried in the past? How did that go? What beliefs do I have about myself as a result?					
3.	Brainstorm. Everything needed to carry out my project.					
4.	What <i>materials</i> do I need? What do I have? What do I need to get? How will I obtain these materials? When will I do it? <table border="1" data-bbox="217 1667 1260 1934"> <tr> <td data-bbox="217 1667 553 1934"><u>Materials I Have</u></td> <td data-bbox="553 1667 1260 1934"><u>Materials I Need to Obtain</u></td> </tr> <tr> <td data-bbox="217 1934 553 1934"></td> <td data-bbox="553 1934 1260 1934"></td> </tr> </table>	<u>Materials I Have</u>	<u>Materials I Need to Obtain</u>			
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Skills for Success Adult ADHD-Pilot 2023 Planning the Project

5.	What steps will I follow to carry out my plan?			
	Steps (in order)	SMART GOAL for each step	Complete by:	
6.	Do I have the necessary skill set to carry out this plan? If not, how will I handle this? Steps to handle this Smart Goals Completion Date			
7.	If others are involved, what is their role? How will communication be handled? Who will do what?			
8.	Project Timeline:			
9.	Review: Is each section accurate? Is each section complete? When done ✓			
10.	Celebrate!!			
11.	Let us know how this works for you!!			

Thank YOU!!