




WEEK 2: Plan for Success

my
**TAKING
CARE**
worksheet

aka: "Failing to Plan is Planning to Fail."

Think about your
upcoming week.
PLANNING
is an antidote to
OVERWHELM.

 Weekly Goal	 Possibilities + Problems	 Fun Stuff



Key Messages

Planner: The most important tool to de-stress your life

- ✓ Keep only one planner, or minimize planners. Honestly, paper is better than electronics.
- ✓ *Always* keep your planner with you. Keep a pen attached.
- ✓ Enter all appointments, meetings, tasks, projects, and fun stuff.
- ✓ Check it regularly: two to three times daily, or at transition times throughout the day.
- ✓ Avoid the pitfalls of planners: the system *doesn't have to be perfect*.
- ✓ In order to have the system work, you must *use it*. Enter all events and check regularly.
- ✓ Use rewards to encourage new habits.



Fun Stuff

Remember, rewards happen **AFTER** the task!



Fun stuff or rewards encourage your brain to produce dopamine and reinforce your positive changes that you are making.

- ✓ They should be frequent
- ✓ They can be very small
- ✓ They don't need to be expensive

Rewarding yourself is a skill:

- ✓ Be kind
- ✓ Pay attention to your progress
- ✓ Have the courage to accept that you have made progress, even when it seems small and insignificant

"Inch by Inch, Everything's a Cinch."

What is an Awe Walk?

When you turn your ordinary walk into an *Awe Walk*, you choose to become more conscious about the wonders in the world that surround you: nature, moments, people, structures. Take photos of these things, and photograph yourself in awe. Evidence suggests this habit can positively impact your levels of happiness, gratitude, and connection.

Sturm, V. E., Datta, S., Roy, A. R., Sible, I. J., Kosik, E. L., Veziris, C. R., ... & Keltner, D. (2020). Big smile, small self: Awe walks promote prosocial positive emotions in older adults. *Emotion*.

NICE IDEAS FOR REWARDS

Try a few of these, or create your own.








- ✓ Get a new audiobook from your local library, or download one from an audiobook app
- ✓ Protect a full hour to listen to an audiobook or podcast
- ✓ Watch one hour of a show that you love, taking care to end this reward at the allotted time.
- ✓ Buy a magazine that you wouldn't normally purchase
- ✓ Treat yourself to fresh flowers
- ✓ Keep a list of free days at local museums (most will have an evening or a day that is free for locals)
- ✓ Get a nice pen for your planner
- ✓ Connect with a friend by phone/text/zoom
- ✓ Take 15 minutes to do NOTHING but listen to music that you enjoy
- ✓ Buy a fancy coffee at your local coffee shop
- ✓ Go for a walk in a park, in the forest, or by the sea, and make it an **'Awe Walk'**
- ✓ Do an afternoon of crafts
- ✓ Watch the sunset in a park or from your balcony
- ✓ Have a hot bath



DEEPER DIVE!
Tracking Your Tasks



- ✓ When tracking habits, start small.
- ✓ Track that you **CHECK YOUR PLANNER** every morning, noon, and evening. 
- ✓ Don't forget to plan a **REWARD** for accomplishing these habits. 
- ✓ Use this Habit Tracker **EVERY WEEK** during this program to build upon this new habit.
- ✓ When habits are well-established, add new ones you'd like to work on. Use **SMART GOALS** to keep them attainable. 
- ✓ Put a blank **HABIT TRACKER** into your planner and gradually add new habits.

TASK	MON	TUE	WED	THR	FRI	SAT	SUN	REWARD 
CHECK PLANNER (2-3 TIMES DAILY)	✓	✓	✓	✓	✓			Get a new audio book
ADD YOUR OWN HABIT: _____	✓	✓		✓	✓	✓		Listen to a podcast
ADD YOUR OWN HABIT: _____	✓	✓	✓	✓			✓	Watch one hour of a show
ADD YOUR OWN HABIT: _____	✓		✓		✓	✓	✓	Buy a cool magazine
REWARD 	Get some fresh flowers	Go for ice cream	Catch the sunset	Connect with a friend	Have a hot bath	Order a fancy coffee	Go for an 'Awe Walk'	



BENEFITS OF TRACKING ALL TASKS

- ✓ I will feel more calm and in control of what I am doing throughout my days and week.
- ✓ I will be better prepared. I will know what I'm doing. I can pivot when the plan changes.

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Habit Tracker

Pick tasks that you want to reward. Be SMART about your goals. You don't need to track every task every single day.



TASK	MON	TUE	WED	THR	FRI	SAT	SUN	REWARD 
CHECK PLANNER (2-3 TIMES DAILY)								
ADD YOUR OWN HABIT: _____								
ADD YOUR OWN HABIT: _____								
ADD YOUR OWN HABIT: _____								
REWARD 								

TASK	MON	TUE	WED	THR	FRI	SAT	SUN	REWARD 
CHECK PLANNER (2-3 TIMES DAILY)								
ADD YOUR OWN HABIT: _____								
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REWARD 								

