**HOW YOU DON’T DO THINGS**

**Current Task and Overarching Goal/Value**: (example: Write the monthly report; Perform well in my job)

**Redefine current task in more actionable terms**: (example: I will review the monthly data.)

**Define smallest, specific, actionable starting point**: (example: I will take my laptop to a coffee shop and start by opening the data file.)

**Specific time (start time and end time) and day this will be done**: (ex. Saturday at 9am until at least 10am)

**Where this will be done**: (ex. My favorite coffee shop)

**What might interfere with implementing this plan?**:

**Task-interfering thoughts?**: (ex. I have to be ‘in the mood’ to work on the report. I need longer than an hour.

I’ll do other things today and then I’ll be able to focus on the report tomorrow.)

**What emotions/feelings might interfere?**: (ex. Pressure to make progress, worry whether I will get it done,

Boss may find mistakes, ‘ugh’, I don’t want to do it, feeling too tired)

**What are your escape behaviors/rationalizations that might interfere?**: (ex. I should do other work first,

 then I’ll be in the mood to do the report, catching up on e-mail and other work

related tasks, I deserve to relax on the weekend.)

**What is your implementation plan?**: (ex. If X, Then Y – “If I can get to the coffee shop, Then I can open the data file.”)