

You Can Do It! A planning worksheet for when you're overwhelmed.

Step 1 Write it ALL down

get it out of your head and onto the paper

Step 3

Of the top 3 – choose THE one to begin with...

What's a realistic deadline for completing this?

Step 4

List the mini steps to meet the deadline:

Step 2

Look over the list and circle the top three tasks...

Step 5

I promise myself by this date _____ I will

And my reward will be _____