

Strategies to Help Participants “Do” Their Plans

<p>Remember what needs to get done (Working Memory)</p>	<ul style="list-style-type: none"> • Walk through the action plan step-by-step at the end of the planning session. • Provide reminders. • Encourage participants to write down what they want to accomplish before they start their day.
<p>Get started and stick with a task until it is done (Task Initiation and Goal-Directed Persistence)</p>	<ul style="list-style-type: none"> • Encourage people to post their end goal in a prominent place to remind themselves why they are doing what they are doing. • Provide lots of encouragement and feedback. • Encourage teamwork. • Practice the task beforehand. • Help participants find ways to reward themselves after completing a difficult task. • Break unpleasant tasks into small chunks.
<p>Manage time and stay organized (Time management and Organization)</p>	<ul style="list-style-type: none"> • Help develop a reminder system (can be a paper or electronic system) • Model and teach effective time management. • Provide an organizational aid such as a plastic accordion folder that they can use to organize important documents. • For job search participants, help them develop a system for keeping track of what they have done and what they need to do.
<p>Manage stress (Stress Tolerance)</p>	<ul style="list-style-type: none"> • Make sure participants don't walk off with plans that they feel are too much for them to successfully achieve. • Help people think about what supports them in a positive way and what derails them. • Introduce stress management techniques such as mindfulness.
<p>Avoiding distractions and competing demands (Response Inhibition)</p>	<ul style="list-style-type: none"> • Provide opportunities to practice positive responses to situations that might trigger a negative response. • Help participants identify ahead of time what might derail them and what they can do to avoid the situation.