# Strategies to Help Participants “Do” Their Plans

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<th>Strategies</th>
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| **Remember what needs to get done**<br>(Working Memory) | • 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. |
| **Get started and stick with a task until it is done**<br>(Task Initiation and Goal-Directed Persistence) | • 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. |
| **Manage time and stay organized**<br>(Time management and Organization) | • 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. |
| **Manage stress**<br>(Stress Tolerance) | • 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. |
| **Avoiding distractions and competing demands**<br>(Response Inhibition) | • 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. |