

Put the Plan Where You Look

Attention planning and follow through | Adults and teens 13+ | 10 to 15 minutes

Move one practical plan out of memory and into a visible place.

Remembering a task and doing it are different steps. This exercise helps you create a small external reminder that you are likely to notice. Choose a system you can actually access rather than one that looks impressive but is difficult to maintain.

Capture and choose

Write the tasks that are competing for attention. Pick one that matters today. Define what finishing means: "send the email" is clearer than "deal with work." Put other tasks in a separate place so they do not become today's entire list.

Place the cue

Choose a place you already check, such as a paper by your keys or an existing calendar. Write the next physical action and when it will be useful to see it. Keep private information out of publicly visible reminders.

Check the fit

At the next session or chosen check-in, ask whether you noticed the cue and whether it led to action. If you did not, change its placement or simplify the task. Do not add several new apps at once.

The task and what finished means

The first physical action

The reminder and where I will notice it

When I will review whether the system helped