

5 Steps to Getting Things Done (all involve your executive functions)

1. Develop a goal:

Something you think about accomplishing

Requires you to imagine your future as being different from today.

2. Develop your action plans:

Have a series of sequenced or parallel action plans you plan to do across a period of time.

3. What's your plan to carry out your action plans?

4. Self-regulate your behavior and emotions to carry out the action plans to accomplish your goal – what do you need to do to get yourself in motion?

- **When will you get started?**
- **How will you encourage yourself to keep going?**
- **How will you know you are succeeding?**

5. Use flexible thinking across all steps! Do you need to modify any part of the above now that you've thought through it?

What type of voice do you use inside your head to help guide you through this process?

Inner Coach Voice: encourages you to make a plan, work through it, focus on the positive emotions and thoughts you will experience when you accomplish the goal. When something is hard to do, know you can do it and that people will help you get through it if you ask. Remember, it's good to ask for help!

Self-Defeater Voice and Activities: This voice makes you feel you can't, won't or should not do something. Self-defeating activities are things you choose to do with your time instead of doing what you should be doing to help you accomplish your goal. For example, knowing you should be working on your long-term assignment, but you choose to play video games instead.