

Plan B

Sometimes you will not be able to do what you want or need to do. This worksheet is to help you develop a workable Plan B.

Name some potential reasons why your project might stall. These should be things that have already happened to you, because we're trying to plan for known issues.

Physical (eg migraine):

Mental (eg focus):

Emotional (eg anxiety):

Other (eg other people, equipment failure):

Step 1: Set the bar low

When you're not functioning as well as you usually do, you need to set the bar low for yourself.

This means:

- Giving yourself permission not to do something
- Having a break or time off
- Treating the issue (eg if it's medical)
- Doing the basic minimum

Step 2: Coping with frustration

It's frustrating when you can't work at your full capacity. You need to remember to go easy on yourself at this time and not compare yourself to others.

Some people find it helpful to put reminders, eg on their phone, post-its on the mirror etc. Remembering that this won't last forever and you won't feel better unless you take a step back.

A mindfulness app or guided meditation can help you learn to sit with your feelings.

Step 3: Working out problems and solutions

The problem is:	Which means I can't:	And the result is:
What can I do to feel better?	What can I do instead?	How can I change this?

Step 4: Alternatives

Work out some alternatives to your original plan. Sometimes we get frustrated because we're doing nothing at all, but if we're able to do less intensive or anxious tasks, we can still feel productive. This helps our confidence and our environment to create a virtuous circle.

If I can't do:	I can still do:
If I can't do:	I can still do:
If I can't do:	I can still do:

You now have a viable Plan B to help you through difficult times.