***Focus on…….***

***Planning***

**Why do we need to think about planning?**

Planning is key in using the energy we have in the best way for us based on our priorities and having thought about pacing. Sometimes this is about making sure we have enough energy for the tasks that have to be done, and at other times it is making sure we have enough for the things we want to do. Thinking back to ‘prioritising’, it is really important that we can understand what activities are important to us as this makes us feel better about ourselves, our sense of control and accomplishment. Without planning we run the risk of using too much of our energy on certain activities, leaving us short of energy to either manage activities or do them as well as we plan to.

Rome wasn’t built in a day – it all needed planning!

**Hints, tips and useful information**

* Choose the best time of day for each activity – play to your strengths and plan things at the times that are best for you when you can.
* Keep a diary (look back at the diaries in the ‘energy management’ information) and make lists to help planning
* Spread tasks that are harder or heavier across the day/ week wherever possible, such as mixing shopping or hoovering with dusting or catching up with a friend on the phone
* Use your understanding of pacing to plan your activities
* Think through each task – what are the basic activities involved? Will you be sitting? Standing? How will this affect your energy/ breathlessness/ pain. Can you adapt the activity to suit you?
* Are you using your energy the best way possible- e.g. avoiding unnecessary extra trips up the stairs or standing when you could be sitting?
1. **Get practical…**
* Use the fatigue diary sheets to review whether you have different energy levels or pain through the day
* ‘Activities in my week’ – think about the activities you have to do and would like to do in the coming week. Use this along with……
* ‘Activities in my day’ – look at the worksheet and plan the things you have to do and the things you would like to do. Try to score these so that you can see what are the really important things – try not to let these all be from the ‘things I must do’ – if they are, think about whether they must be done that day? If you are struggling, look back at the activities across the week and see if you can move things around.
* Use the activities in my day sheet to complete the ‘Day Plan’
* When you feel you have tried this for a few days, try completing the ‘ideal vs actual day’ worksheet from the pacing information– how are you doing? If there is a big difference, just remember to kind to yourself – some people are natural planners and others less so!
* If you fancy, try setting a Goal for the week – see ‘goal setting’ for more information

**ACTIVITIES IN MY WEEK**

|  |  |
| --- | --- |
| **MUST DO** | **WOULD LIKE TO DO** |
|  |  |
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**ACTIVITIES IN MY DAY**

|  |  |
| --- | --- |
| **Must do** | **Would like to do** |
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**DAY PLAN**

Activity plan across a day – thinking about ‘best’ times of day, ‘rest’ and types of activity

|  |  |
| --- | --- |
| 7.00 am |  |
| 8.00 am |  |
| 9.00 am |  |
| 10.00 am |  |
| 11.00 am |  |
| 12.00 am |  |
| 1.00 pm |  |
| 2.00 pm |  |
| 3.00 pm |  |
| 4.00 pm |  |
| 5.00 pm |  |
| 6.00 pm |  |
| 7.00 pm |  |
| 8.00 pm |  |
| 9.00 pm |  |