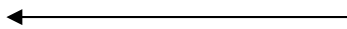


Get Ahead By Planning Backwards

Help clients learn to take action in the present by planning backwards.

Planning to get things done is something that many take for granted. It is just something you do—like make lists, have a schedule, live by a planner or calendar. Therefore, it can be difficult to understand a person who has not acquired sufficient planning skills to complete tasks in a timely manner. This has been shown to be especially true in situations where a person has lived in chaos--in an environment where planning tools and strategies have not been used.

One technique that has proven useful is planning backwards.



Planning Backwards

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Using a format such as the one above, write in what you want to have happen, or must be done five to seven days in the future. Working backwards to the present write in what must be done each day until the deadline.

By bringing the past to the present, the person has a clearer picture of what needs to get done and how long it will take. As a consultant, it will help you see the detail and share this with the client as you make a plan together.

When planning for more than a week, each step can be written on a calendar.



Examples:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			<p>Read food ads. Circle specials you want to buy.</p> <p>Start grocery list by writing down specials.</p>	<p>Check cupboards for food on hand</p> <p>Complete grocery list</p>	<p>Deposit check. Withdraw \$80 for groceries.</p> <p>Put money in envelope.</p> <p>Put list, coupons, and store card in envelope with money.</p>	<p>Take envelope with money and list and a calculator to food store</p> <p>Purchase groceries, limiting spending to the \$80 planned for food.</p> <p>Put receipts and any unspent money in envelope.</p>

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