3 in 1 Cognitive Tool: Use for Stress Management: Managing overwhelming Stressors, Daily Structure, and/or Goal Setting

Instructions:

1) **Give it a title**-Identify the feeling (overwhelming stressor), name the day (daily structure), or name the goal you are trying to manage.

2) **Organize**: Use lines provided below to list random supportive thoughts/ideas by using numbers, top to bottom.

3) **Prioritize the random supportive thoughts/ideas by using numbers**-most important idea/task assigned number one, second most important idea/task assigned number 2, etc... **Key**: take your time and be honest with yourself. Decimals make your action list flexible, if future priorities come up. Use dates next to numbers, for achieving action steps with goals.

4) **Act!** Just follow the numbers in numerical order to reduce stress. Focus on one number at a time. Cross out the number once completed for daily structure and goal setting.

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