

O.P.A.Organize Prioritize Act

OPA is a 5 in 1 Cognitive Tool

- Managing one Overwhelming Stressor
- Managing Multiple Overwhelming Stressors
- Creating and Managing Daily Structure
- Creating and Achieving Goals
- Getting Needs met with Providers, Professional Staff and Loved Ones (Please refer to separate provider form)

Organize Random Supportive Thoughts. Prioritize by number. Act.

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 assign number 1, second most important idea/task assign 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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