

O.P.A.: Organize Random Supportive Thoughts. Prioritize by number. Act.
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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