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.

Title:	
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This tool is not intended to diagnose or treat any serious medial or psychiatric condition. Such a condition should be treated and monitored by a primary care physician or psychiatrist.