

# If/Then Planning Template

**Instructions:** *Use this template to map out alternatives and backups for your tasks, plans, or routines. If/Then planning helps reduce stress when things don't go as expected, and strengthens cognitive flexibility.*

- ✓ Identify the task, goal, or situation you're planning for.
- ✓ Write your *main plan*.
- ✓ Write at least one backup plan (what you'll do *if* something changes or blocks your main plan).

*Tip: Use this tool for daily routines, work tasks, or bigger projects.*

# If/Then Flexible Planning Template


Date: \_\_\_\_\_

**Main Task / Goal / Plan:**

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## ♦ If/Then Plan 1

 If \_\_\_\_\_

 Then \_\_\_\_\_

## ♦ If/Then Plan 2

 If \_\_\_\_\_

 Then \_\_\_\_\_

## ♦ If/Then Plan 3 (optional)

 If \_\_\_\_\_

 Then \_\_\_\_\_

## Reflection / Notes

☒ What feels easier about this task now?

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✓ What else could help me stay flexible?

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👉 *Pair this template with our Transition Supports or Cognitive Flexibility Supports for smoother plan changes.*

👉 *Try using If/Then planning daily to build adaptive thinking habits*