

# 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*