Go through the 3 steps below when you plan your day. Ask yourself these questions to make sure you have enough energy to do what you need to do. It will also help your brain recover from the concussion.

# Step 1

What activity or task do you want to do?

# Step 2

**Apply the 3 P’s**

1. **Prioritize**

Is the activity:

* Urgent (must be done today)
* Important (must be done in the next few days)
* For later (must be done this week or month)
* Something that can wait (don’t need to or can’t do)
* Something that someone else can do for you

1. **Planning**

When will I do the activity? Think about:

* When do I feel my best (morning, afternoons, or evenings)?
* What else do I need to do today (laundry, shopping, meal planning, etc.)?

1. **Pacing**

How will I do the activity? Think about:

* Can I do the activity over a few days?
* Can I break down the activity into simple steps?
* How does my body feel? (If my symptoms, like headache and dizziness, get worse then I should stop and rest)

1. **Environment**

Think about**:**

* Where will I do the activity?
* What position will my body be in while I do the activity?
* Is the environment going to make me use more energy?
* Is my body position going to make me use more energy (for example: standing, bent back or neck, moving)

# Step 3

Evaluate your plan and the activity

* Did you perform the activity to your satisfaction?
* Do you need to make any changes for next time?

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Use an Activity Journal to help you plan! Planning your day can help you avoid trying to do too much too soon. Planning can help you balance activity with rest. You can also track your

symptoms and discover the activities that make you feel the best.

**ACTIVITY PLANNER**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Time** | **What I’m going to do** | **What I really did** | **How did I feel after completing task?** | |
| **Wake up to 8 am** |  |  | □ better □worse | □ no change |
| **8 to 9 am** |  |  | □ better □worse | □ no change |
| **9 to 10 am** |  |  | □ better □worse | □ no change |
| **10 to 11am** |  |  | □ better □worse | □ no change |
| **11 to 12 pm** |  |  | □ better □worse | □ no change |
| **12 to 1 pm** |  |  | □ better □worse | □ no change |
| **1 to 2 pm** |  |  | □ better □worse | □ no change |
| **2 to 3 pm** |  |  | □ better □worse | □ no change |
| **3 to 4 pm** |  |  | □ better □worse | □ no change |
| **4 to 5 pm** |  |  | □ better □worse | □ no change |
| **5 to 6 pm** |  |  | □ better □worse | □ no change |
| **6 to 7 pm** |  |  | □ better □worse | □ no change |
| **7 to 8 pm** |  |  | □ better □worse | □ no change |
| **8 to 9 pm** |  |  | □ better □worse | □ no change |
| **9 pm to bedtime** |  |  | □ better □worse | □ no change |