

PACE & PLAN

PACE

When considering what you're going to do each day, PACE yourself – keep a healthy balance of activities which include work, rest and play.

Play	Fun activities which give you a sense of enjoyment. These can include solo activities, and those with family or friends
Achieve	Purposeful activities which give you a sense of achievement or worthwhile-ness. Examples: work, helping others, providing a service, DIY, gardening
Care	Be kind to yourself. Ensure you set time aside and schedule in periods of rest and relaxation. Make healthy changes to your diet and sleep routine. Don't beat yourself up if you miss a target – get back on track by focusing on your next activity.
Energy	Doing any activity will help to motivate and energise you. Do something in spite of how you're feeling! It will improve your mood if you're feeling depressed, and helps use up the energy created by the adrenaline response if you're feeling stressed, anxious or angry.

PLAN

Prepare	Decide what you are going to do, when, how, who with. Set time aside each day, perhaps in the evening, to plan the next day. Be realistic in what you hope to achieve – don't aim too high.
List	Prioritise what would be the most important, most urgent, most helpful, most effective thing to do. Write it down (use the Weekly Planner, a diary, or a notepad)
Action	Do it! And do it regardless of, or in spite of, how you think or feel.
Notice	Notice how the activity affects you. If it was unhelpful, then ask yourself if you could have done anything differently, or maybe decide not to do it again. If it has a helpful or positive effect, then plan to do more. What else could you do?