

Worksheet

Professional Version | US English

Task Planning And Achievement Record



Description

Use the *Task Planning and Achievement Record* to plan daily tasks and record goal attainment. This worksheet can be helpful as part of a program of behavioral activation to encourage consistent behavior. It is most suited for encouraging frequent or repeated activities such as exercise or self-care. It can also be very useful for patients suffering with pain or fatigue where helpful behaviors may have become sporadic.

Instructions

For *activity monitoring* clients should be instructed to record their activity in the 1 hour time slots throughout the day.

For *activity scheduling* clients should be instructed to plan and schedule desired activities in advance, and to record whether the scheduled activities were completed.

References

Beck, A.T., Rush, A.J., Shaw, B.F., & Emery, G. (1979). *Cognitive therapy of depression*. New York: Guilford.

Jacobson, N. S., Martell, C. R., & Dimidjian, S. (2001). Behavioral activation treatment for depression: Returning to contextual roots. *Clinical Psychology: Science and Practice*, 8(3), 255-270.

Task Planning And Achievement Record

Task or Goal	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Exercise for 20 minutes.	✓		✓	✓			✓
Cook a healthy meal for myself.	✓	✓					✓
Do 10 minutes of tidying the house.		✓	✓	✓	✓		✓
30 mins of job searching.	✓	✓					
Contact a friend.			✓		✓		

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