Creating Implementation Intentions

1. Please name a task you need to work on today (e.g., following up on an email; gathering additional information for a report; coordinating your team’s efforts to finish a task by the end of the week):

__________________________________________________________________________

2. Please specify when, where and how to perform a certain action in an “if-then” format (e.g., “If I have to do some research to write my report, I will look up my questions this afternoon between 3-4pm by using the internet and information I previously gathered”).:

   If...

   then...

__________________________________________________________________________

3. Please specify in “if…then” statements when, where and how you will deal with any arising obstacles that may impede your goal attainment (e.g., “If I get phone calls when I want to write my report this afternoon, I will not pick up the phone but let the calls go to my voicemail. If I receive emails during that time, I will read and answer them after working on the report”).:

   If...

   then...

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