

Facilitator Guide: Plan Your Week

Introduction: Why Planning Matters

You Say:

"One way to stay on track with your recovery is by planning ahead. When we're busy or stressed, it's easy to fall into old patterns. The **Plan Your Week** tool helps you stay intentional about how you use your time, while making room for things that support your well-being."

Key points to highlight:

- Planning ahead makes space for **healthy routines and support systems**.
- It helps reduce unstructured time, which can be a common trigger.
- Even a simple plan can provide **clarity, structure, and motivation**.

Step 1: Introducing the Tool

You Say: "The Plan Your Week worksheet is a place to map out what your upcoming week looks like. It can help you:

- Notice when you might need extra support
- Spot high-risk times or triggers in advance
- Add helpful routines like meetings, movement, rest, or hobbies

You don't have to fill in every hour. The idea is to get a sense of where your time is going, and how it lines up with your goals."

Facilitator's Role:

- Show or describe the worksheet from the handbook.
- Emphasize flexibility—it's a guide, not a rigid schedule.
- Normalize resistance—planning can feel new or overwhelming at first.

Step 2: Quiet Reflection or Optional Brainstorm

You Say: "We won't walk through the full worksheet now, but take a few minutes to think:

- What's one part of your week that feels most challenging?
- What's something you want to make time for this week that supports your recovery?

- Are there times that feel risky or unstructured?

If you'd like, jot down a few thoughts or share one idea with the group."

Facilitator Quick Tips:

- Keep it low-pressure—encourage participants to try it later in the week.
- Offer digital or printed copies to take home.
- Encourage consistency over perfection—planning gets easier with practice.

Summary

The **Plan Your Week** tool is a simple, practical way to build structure and accountability. It helps participants reduce risk, stay focused on recovery goals, and create space for the things that matter most.