

Applying the 4 P's – worksheet

The 4 P's

- Prioritising
- Planning
- Pacing
- Pleasure

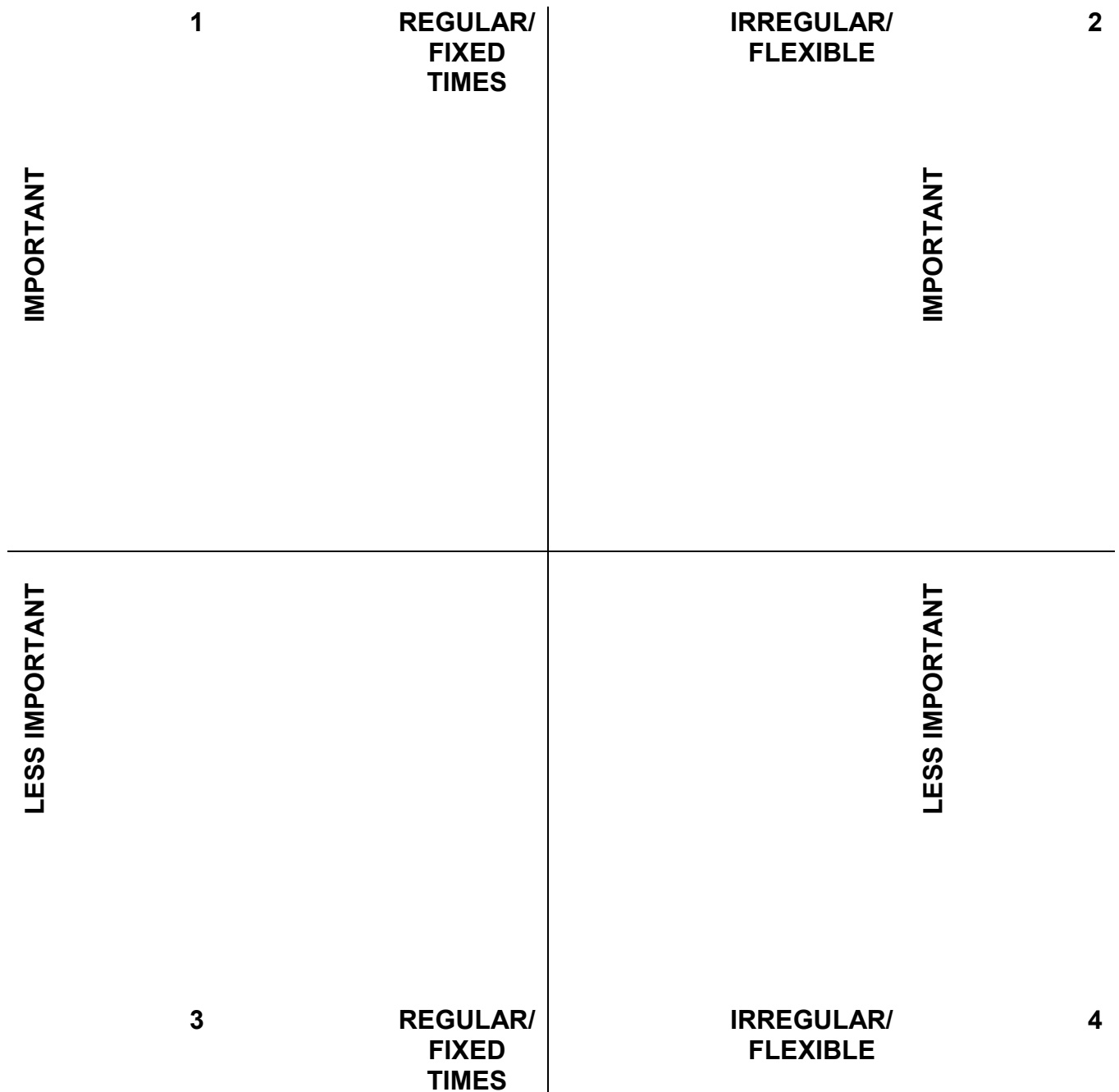
Prioritising

Use the tool on the following page. As you are completing it, you may wish to ask yourself: “Do I have to do this?” “Can someone else do it (at least sometimes)?” “Does it have to be done this way?” Is there an easier way of doing it?”

- Remember that leisure or social activities are important too. Consider how long they need to last or how many people you need to see at once. Patients tell us that they can manage their fatigue from social engagements by meeting up for a shorter time, or leaving an event early.
- We find that often people prioritise “things that have to be done” such as self-care (e.g. getting washed and dressed), work, shopping etc. as being important and regard other potentially some pleasurable activities such as leisure and social engagements as being less important.
- Try to ensure there is a mix of “things that have to be done” as well as leisure and social activities in both the important and less important boxes.

Prioritising tool

My current activities and tasks Date _____



Planning

- Identify any important activities in Box 1 from the prioritisation exercise.
- You can use these to start to fill in the activity diary.
- Remember to try and break up activities with rests.
- Plan in regular rest breaks and relaxing times over the course of the day and week.
- Then start to plan in some activities from Box 2 for the following week.
- Ensure you have some pleasurable activities planned in as well as things that “have to be done”.
- Activities from Box 3 and 4 can be picked up again in the future. They may be “nice to haves”. Or, over time, you may find that they are no longer needed.

Pacing

- When planning your activity diary for the following week, remember to divide activities up with regular rest breaks.
- Consider interspersing an activity with different types of activity to break it up. Some activities require mental energy, some physical energy, and some both. If you are sitting at a computer screen for much of the day, perhaps plan in some other activities in your day to break it up, such as a short walk or some relaxation.

Pleasure

- Although many activities use up energy. Some activities seem to energise us. These may be leisure, hobbies, or social activities. They may also be enjoyable tasks you are doing at work for example. It is important to include some of these into our week for our wellbeing.

- Remember there is a tipping point - where activities which give us pleasure or energise us - may start to drain us. It is important to pace pleasurable activities too and plan rests around them.

Activity Planning diary

| Time | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday | Time |
|------------------|--------|---------|-----------|----------|--------|----------|--------|------------------|
| 7 am 7.30 | | | | | | | | 7 am 7.30 |
| 8 am 8.30 | | | | | | | | 8 am 8.30 |
| 9 am 9.30 | | | | | | | | 9 am 9.30 |
| 10 am 10.30 | | | | | | | | 10 am 10.30 |
| 11 am 11.30 | | | | | | | | 11 am 11.30 |
| 12 noon 12.30 | | | | | | | | 12 noon 12.30 |
| 1 pm 1.30 | | | | | | | | 1 pm 1.30 |
| 2 pm 2.30 | | | | | | | | 2 pm 2.30 |
| 3 pm 3.30 | | | | | | | | 3 pm 3.30 |
| 4 pm 4.30 | | | | | | | | 4 pm 4.30 |
| 5 pm 5.30 | | | | | | | | 5 pm 5.30 |
| 6 pm 6.30 | | | | | | | | 6 pm 6.30 |
| 7 pm 7.30 | | | | | | | | 7 pm 7.30 |
| 8 pm 8.30 | | | | | | | | 8 pm 8.30 |
| 9 pm 9.30 | | | | | | | | 9 pm 9.30 |
| 10 pm | | | | | | | | 10 pm |