



## TOOL 2.5: “Four P’s” – Prioritize, Plan, Pace and Position

### 1 **PRIORITIZE** What is important?

Decide: What is important? What are you able to do based on how you currently feel?

Break daily activities into:

- Urgent: must be done today.
- Important: must be done in next few days.
- For later: must be done this week or month.
- Don't need to/can't do: can it wait until you are feeling better?
- Help needed: can someone do it for you?

### 3 **PACE** How are you going to do it?

- Take breaks if you don't feel well.
- After a concussion, your brain is less able to do tasks that were once automatic (e.g. tasks you have a lot of practice doing). It may take more time to complete tasks as you recover.
- Complete the task over stages (you may not be able to finish everything all at once).
- Plan tasks throughout the day so you aren't doing too much at one time.

### 2 **PLAN** What are you going to do?

- Organize what you need to do.
- Do tasks that use more energy at times in the day when you feel best.
- Make rest breaks part of your routine.
- Planning saves mental energy and helps you avoid trying to remember what to do and when to do it during the day.

### 4 **POSITION** Where are you going to do it?

- Noisy, busy and distracting environments make it hard to concentrate and will use up more energy.
- Think about your environment and how you stand/sit in it.
- Your environment can make a difference in how you feel.

Source: [Holland Bloorview Kids Rehabilitation Hospital. Concussion & You: A Handbook for Parents and Kids. \(Page 9\)](#)