



Unit: Flexibility and Adaptability  
**Skill 12: Thinking on Your Feet**  
**Activity A: That Wasn't The Plan**

Worksheet

## Thinking On Your Feet

When things don't go as planned, there are ways of overcoming the unexpected so that you can still accomplish your goals. Here are a few suggestions:

- Start with a clear idea of what you want to accomplish.
- Try not to overcomplicate matters. Often, simplicity is the best path to success.
- Worry only about the big things and don't fret over minor details.
- Take care of your physical needs first.
- Get adequate rest, eat a full meal and don't use intoxicating substances.
- Look for "weak links" in your plan ahead of time.
- Get other people's opinions about your plan, and be open to suggestions for improvement.
- Don't be afraid to change your mind if you think of something new.
- If you are working with people, think first of your audience's needs & expectations.
- Keep a sense of humor.
- Ask others for help.
- Delegate responsibilities to other people.
- Don't beat yourself up when you make a mistake.
- Remember that most people will forgive you if things don't work perfectly.
- Try to picture things ahead of time.
- Be flexible.
- Keep a positive attitude.
- Try to learn from your experience! We often learn the most when things don't go as planned.
- When all else fails just get through it. You'll live to see a better day!