

HD COUNSELING

The Project Clarity Check

A focused tool for high-achieving women who are ready to stop overplanning and start moving

Hilary Dwyer, LPCA · HD Counseling

Before You Begin

You don't have a planning problem. You have a stopping problem. This tool is designed to help you slow down, narrow your focus, and move into action with more clarity and less strain.

— *Hilary Dwyer, LPCA*

1. Name the Project

Start with the facts — what is required, not what your anxiety is telling you.

What project are you working on?

What is the deadline?

What outcome actually needs to happen?

Importance for your role (1–10, not your anxiety):

2. Notice the Overplanning

You cannot change a pattern you have not named. Be honest here.

How do you know you're overplanning this? List 1–3 behaviors.

Common patterns: researching too much, rewriting the plan repeatedly, reopening decisions already made, checking too often.

What is the one thing you are doing that adds time but little value?

3. Identify the Key Thought

The overplanning is driven by a thought. Let's find it.

What is the main thought driving the overplanning?

What is the fear underneath it?

What are you telling yourself might happen?

Anxiety level now (1–10):

4. Recheck Your Thinking

Look at the thought more carefully before you let it keep running the show.

What evidence supports this thought?

What evidence does not support it?

Now, what is a more *true* and *empowering* thought you could hold instead?

5. Clarify Your Approach

Define what complete looks like for this project before you go any further.

What does a complete and acceptable result look like?

Top 2–3 values for how you want to do this.

Examples: clarity, integrity, timeliness, collaboration.

6. Focus on Essentials

Not everything on your list needs to happen. Decide now what matters most.

What are the essential next steps?

What can wait?

What can be left out for now?

7. Know When to Stop Planning

A plan without a time limit is just permission to keep planning.

How many more minutes do you actually need?

Set a limit: I will spend ___ minutes planning, then I will begin.

For this project, "good enough" is:

Clarity comes from deciding what matters. The rest is noise.

If this tool resonated with you, [The Complete Planning Reset](#) goes deeper.

Available at hd-counseling.com/resources