Start your plan and check things off

Start one goal, add a finish date if it helps, and tick off its checklist one small step at a time.

A plan does not ask anything of you until you start a goal in it. Starting is one tap. From then on, Specthrive shows you one next step at a time, and each tick counts.

This guide continues from Find a guide and make it yours, using the plan from that guide as the example. It works the same way for a plan you build yourself.

How plans and goals are organized

A plan holds a few goals. A goal holds milestones, and each milestone holds a short checklist of tasks. Progress moves up on its own: tick a task and its milestone, goal and plan all move forward.

A goal is either In focus or Up next. In focus means you are working on it and can tick its tasks. Up next means it is saved, keeps its progress, and nothing in it is due. A plan is in focus while one of its goals is.

You have three focus spots. Up to three goals can be in focus at once, across all your plans. That limit is deliberate: a full plate is the thing Specthrive is trying to protect you from.

1. Start one goal

If you added a guide and chose **Start**, your first goal is already in focus. Skip to step 2.

Otherwise, open **Plans** and choose the plan. A plan with nothing started asks **Which goal do you want to start with?**, with the first goal marked **Suggested first**. Choose **Start** beside any goal. There is no wrong order.

All three focus spots in use? Starting a goal asks which one to set aside. Pick one, then choose **Swap it for** the goal you are starting. The goal you set aside keeps every tick and waits in Up next. Changed your mind? **Keep** and the goal's name **for later**, like **Keep Understanding Your ADHD for later**, closes the window and changes nothing.

2. Add a finish date, or don't

Once a goal starts, a card asks **Want a finish date? Optional.** Choose **2 weeks**, **1 month** or **3 months**, or **Pick a date** for your own. Specthrive spreads the goal's tasks evenly up to that date. Choose **See the dates** to check them, and tap any date to move it.

Then choose one:

- **Add to calendar** saves the dates and puts the tasks on your Specthrive calendar.
- **Save dates only** keeps the dates on the tasks without adding calendar events.
- **No dates** leaves the tasks undated. They sit under **Anytime**, which is a perfectly good way to work too.

You can check tasks off while the card is still open. It does not block anything.

On your calendar, tap a task to open it. It opens in the same task panel, where you can tick it off, add a note or change its date. **Open in plan** takes you to the plan. Other things on your calendar open in their own panel; see Use the family calendar. For a nudge before an event or a goal's deadline, see Get reminders for things on your calendar.

3. See what is up next

Under the plan's checklist, **Up next** lists the plan's other goals, each with its own **Start**, and how many of your focus spots are in use.

The **Plans** page uses the same words. Plans you are working on sit under **In focus**, with your focus spots beside the heading. Plans with nothing started sit under **Up next**: "*Saved goals and guides. Nothing here is due.*"

4. Work from your next step

Back on the plan, one task is highlighted as your **Next Step**. Below it, tasks sit in **Today**, **This week**, **Upcoming** and **Anytime**, so you can see what is coming without it all landing at once.

Done it? Choose I did this. That is all it takes. **Open goal** shows the rest of that goal's checklist.

The same next step also appears at the top of the **Plans** page, with your **Quiet wins** beside it: your day streak, tasks done, and plans in focus. They count what you have done, never what you missed. A slow week still counts.

Your dashboard has your next step too. Today shows one task with **I did this**, so you can tick it off without opening the plan. **Details** opens it right there: the milestone it is part of, what the step involves, and **Add a note (optional)** for anything worth remembering, then **I did this**.

Choose Open to see the whole task. It opens in a panel over your dashboard, with its description, documents, a note and **Mark done**. **Open in plan** at the bottom takes you to the plan itself.

Changed your mind? Choose Undo. After you finish a task, a short "*Nice work*" message offers **Undo** for a moment. When that task finished the goal or the whole plan, the message says so instead, for example "*That finished the goal.*" It has no Undo then.

5. Open a goal and work the checklist

Choose a goal's number under **Goals** (**01**, **02** and so on) to open it. The header shows where it stands: **In focus**, how many tasks are done, how many milestones, roughly how much time is left, the due date, and a progress bar.

Scroll to **Milestones**. Each milestone opens into its checklist.

Tick the box next to a task when it is done. A small burst of confetti marks it (unless your device is set to reduce motion), and the numbers update straight away: the milestone reads **1/4**, and the goal and plan move forward.

Ticked one by mistake? Tick it again to undo it.

Make it fit your life. Choose **Add a task** at the bottom of a goal to add your own steps. Use the **...** menu on any task to change or remove it.

> **Can't tick a box?** Tasks can only be ticked in a goal that is in focus. A goal in Up next shows "*Start this goal to check off its tasks*". Choose **Start** at the top of the goal, or in the Up next list.

When you need a break

Life gets loud sometimes. **Set aside** at the top of a goal moves it to Up next and frees its focus spot. **Set this plan aside** in a plan's **...** menu does the same for every goal in the plan. Everything you have done stays exactly where it is, and **Start** brings it back whenever you are ready.

Coming back. When every plan is set aside or saved for later, **Today** on your dashboard reads **Saved for later**: "*Your plans are right where you left them.*" It lists up to three of them, each with **Resume**. Choose **Resume** and the row changes to **Pick**

up where you left off. That opens the plan, which asks which goal to start, as in step 1. Until you start one, your dashboard says "*Nothing due today.*" and keeps the plan there to pick up.

On a lighter day

Low on energy? Choose Less energy today. It sits under your step in **Today** on your dashboard, with "*Home will show just this step until tomorrow.*" One tap folds the rest of the page away, and a short message says "*A lighter day. The rest is folded away until tomorrow.*" with **Undo** for a moment.

Home keeps just your next step. A banner reads **A lighter day.** "*Home shows just your next step until tomorrow. Nothing moves and nothing is marked missed.*" Under your step it says "*The rest will still be here.*" If your care team shared something new, one line says so, such as "*Your care team shared 2 new things*", and opens it. **Show everything** unfolds the page whenever you want it, and **Show less** folds it again.

Your streak holds. The day counts as a rest day, so your day streak neither grows nor breaks: "*Day 12 of showing up. Today counts as a rest day, so it stays at 12.*"

The lighter day is yours. It follows you to every profile you open today, and no one else sees it. On someone else's profile, the banner says their plans and dates don't change.

Back to everything in the banner ends it whenever you like. Otherwise it ends on its own tomorrow.