Start your plan and check things off

Bring a plan into focus, choose one goal to work on, and tick off its checklist one small step at a time.

A plan does not ask anything of you until you start it. Starting takes two small moves: bring the plan into focus, then choose one goal inside it. 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.

Plans and goals rest until you choose them. A plan is either in focus or **Paused**. A goal is **Planned**, **Active**, or **Done**. You can have up to three plans in focus and three goals active at once. That limit is deliberate: a full plate is the thing Specthrive is trying to protect you from.

1. Bring the plan into focus

Open **Plans** and choose your plan, or go straight to it from the guide. A paused plan shows **Bring it back into focus**. Choose it, and a moment later you'll see "… is back in focus".

If you already have three plans in focus, Specthrive asks which one to rest first. Resting a plan loses nothing: every goal and tick is still there when you bring it back.

2. Choose one goal

Once the plan is in focus, a card appears headed **Ready when you are**: "Activate a goal to start checking them off, one small step at a time." Its button names the first goal, for example **Activate: Household Management**.

Want to start somewhere else? Open any goal (see step 5) and choose **Start** at the top of it. There is no wrong order.

3. Give it a gentle timeline, or don't

Activating a goal opens **Goal activated: Let's map this out together**. It asks **How much time would you like?**, with **2 weeks**, **1 month**, **3 months** or **Custom**. Specthrive then spreads the goal's tasks evenly across that window and shows you the schedule, date by date. Tap any date to move it.

Then choose one:

- **Add to calendar** puts the dates on your Specthrive calendar.
- **Save dates only** keeps the dates on the tasks without adding calendar events.
- **Skip for now** leaves the tasks undated. They sit under **Anytime**, which is a perfectly good way to work too.

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.

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: **Active**, 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 an **Active** goal. A planned goal shows "Start this goal to check off tasks". Choose **Start** at the top of the goal first, or pick a goal that is already active.

When you need a break

Life gets loud sometimes. **Set aside** at the top of a goal moves it back to Planned, and **Rest this plan** in a plan's **…** menu pauses the whole plan. Everything you have done stays exactly where it is, ready for when you come back.