

GOAL SETTING & ACTION PLANNING

What do you want to do? This could be a simple everyday task or challenging experience.

Set yourself an achievable goal. Make it realistic even if it may not seem easy at this stage!

Think what you need to do to meet your goal & make it happen. You may need to break your actions into manageable pieces.

Make your action plan. This may be a list of things to do, people to see or activities to experience.

Follow it through. Don't give up now – use your plans to reach your goals in manageable pieces.

Reassess how you got on – did you meet your goal?

- **YES?** - If you did then give yourself a big pat on the back and a reward or treat to celebrate your achievement.
- **NO?** - If you didn't then don't get downhearted but look at why you didn't make it and what stopped you. Can you change it for next time? Now try again!

Set a new goal each week and build on the ones that you have succeeded with.

USE THIS GUIDE TO HELP YOU FOCUS:

- **GOAL/AIM.** (What do I want to do? What do I want to achieve?)
- **OBSTACLES.** (What could be a problem? What might stop me? Physical barriers. Emotional barriers.)
- **VISUALISE.** (Think about the goal, see in your mind how to do it, mentally go through the activity and prepare for obstacles – repeat until you are mentally prepared to actually do it.)
- **PREPARE.** (Make/find the right time and place to do an activity, physically prepare with the correct clothing and aids if required, and mentally prepare with a positive attitude and ability to cope if things go off plan.)
- **UNDERTAKE AN ACTIVITY TO ACHIEVE A GOAL.**
- **REFLECT ON THE ACTIVITY.** (Think over what happened: how did you feel, did it all go to plan, did it go off plan and for what reason? How did you cope? What did you do? What would you choose to repeat or do differently? Change present goal or set another)

EXAMPLE OF A GOAL & ACTION PLAN

GOAL

To do supermarket shopping independently.

ACTION PLAN

OBSTACLES. What might be a problem/what might stop me/physical barriers/emotional barriers:-

- getting things off shelves
- packing bags at till
- getting money out of purse
- embarrassment at being slow/not managing

VISUALISE. Imagine the supermarket you go to. Where are things? Ask someone to reach objects? Who can help at tills? How close can you park?

PREPARE. Easy to reach money (not in purse and/or inside handbag but in pocket for easy access). How will you react if something alters?

This resulted in new stage by stage goals:

NEW GOAL:

- Only buy a small easy object (like loaf bread).
- Have money in pocket in change.

NEXT GOAL. Take basket in supermarket and have few things in (enough for 1 bag only):

- Have money easy to reach.
- Consider self service till or quiet one.

NEXT GOAL. Take trolley and do more shopping.

- Have money easy to reach (use card).
- Ask checkout to help you pack.

DO IT!

REFLECT. Good, bad, success, problem, evaluate reasons and make new goal/plan.