

Goalsetting and Action Plans

What are goals?

A goal is a clear statement of one of your *own* ambitions. This might be something you would like to be able to do, or an aspect of your life you would like to have better control over. A goal might be related to activities and hobbies, exercise, rest and relaxation, or socialising.

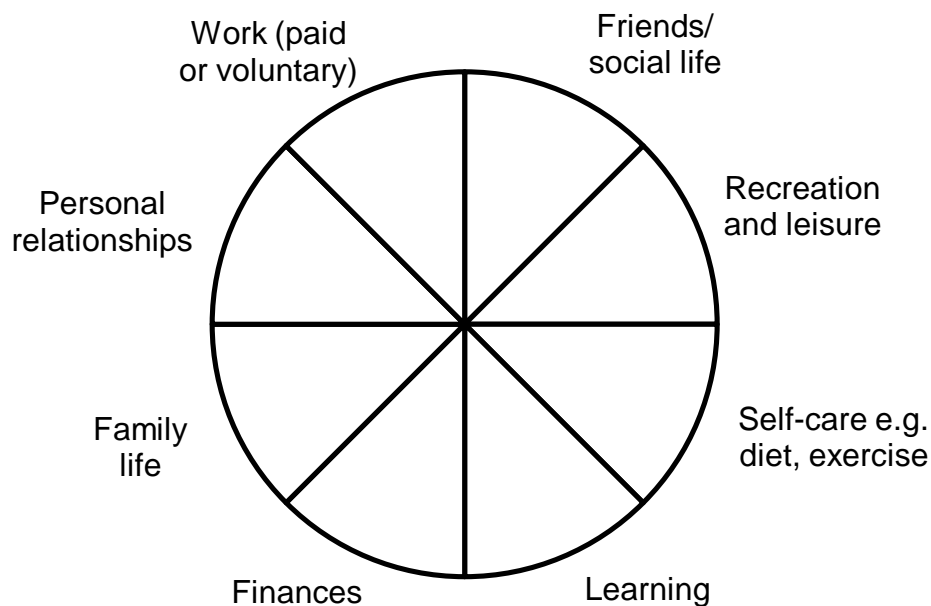
Why set goals?

- To help identify what is important to you
- To create a milestone that helps you to monitor your progress and recognise your achievements
- To help make a sound plan before trying out a change
- To aid motivation for changes that will last into the future

What is important to you?

Remember that the goals you set for yourself will work better if they relate to your personal ambitions and life circumstances. One way to do this is to think about the "Wheel of Life" which is shown below. The Wheel covers a wide range of areas. Think for a moment about the different aspects of your life that are important. Some suggestions are already included in the "Wheel of Life" diagram below.

The Wheel of Life



For each area, write down a score out of 10 to represent how **happy** or **satisfied** you are with that aspect of your life (1 would mean you are very dissatisfied, 10 would mean you are very satisfied). Remember that satisfaction is not the level to which you perform, it is how happy you are with that level of performance.

Is there something you would like to do but haven't felt able to do? Is there something you would like to do more of, or possibly less of in order to feel more satisfied with this area of your life?

Next, choose one area where you would most like to build an improvement and consider the score you have given it:

- What things are you doing that mean you feel that it is worth this score? For example, what are you doing that means that the score is not lower?

My score	What I am doing that leads to me scoring it this way

Your personal goals

Now think about your long term goal and plan a short term step towards your goal which would mean that you move 1 point forward on your satisfaction scale.

Goal 1:

Long term:

Short term (move up 1 point in satisfaction score):

Example

In the Wheel of Life exercise Mary identified that **friends and social life** were areas of her life that she would like to be more satisfied with.

Recreation and fun	Why Mary gave it this score
Mary's score = 3	Mary sees friends very occasionally, has phone contact, occasionally socialises with family.
Long term goal	Regularly meeting up with friends in a café, occasional day trip with friends
Short term goal to move up to a satisfaction score of 4	Visit a friend at their house
Action plan	Contact a specific friend to discuss this further.

Action Planning

When planning a journey we use a roadmap, timetable or itinerary. We break the journey into smaller manageable milestones, deciding routes and rest stops. Action plans are like this.

To increase the chances of success, it helps to choose something that can be achieved during the next week or two. Choose something that is measurable in the sense that you will know when you've done it. It also helps if achieving this first step is rewarding in its own right.

When moving toward your goal, remember your aim is not to over-commit yourself and risk failure. Instead it is about reaching an accessible place, consolidating, and moving on.

You might regard this first action plan as a 'stepping stone'. Because of its nature, after a few days it will be possible to re-assess and reflect on progress, make new plans as appropriate, learn from mistakes and ensure your ability to follow your plan. It's better to succeed with an inch than fail with a mile.

Action Planning Worksheet

We will use Action Plans to help you to find ways of making sustainable changes in important areas of your life. You can use action plans to plan changes to all sorts of activities. This worksheet is to help you to structure your Action Plan, to increase your chances of success. Remember, Action Plans work best if they are SMART:

- **Specific:** is your Action Plan too vague?
- **Measurable:** how will you know if you have achieved it?
- **Achievable:** how likely are you to be successful?
- **Rewarding:** will you enjoy the results? Is it important to you?
- **Time limited:** when will the action take place? Which days, what time of day?

My Action Plan is:

What? (try to be specific)

How much?

When?

How confident am I (0-10)?

How important/rewarding is it?

Action Plan Review

What went well?

What have you learned?

What would you do differently?