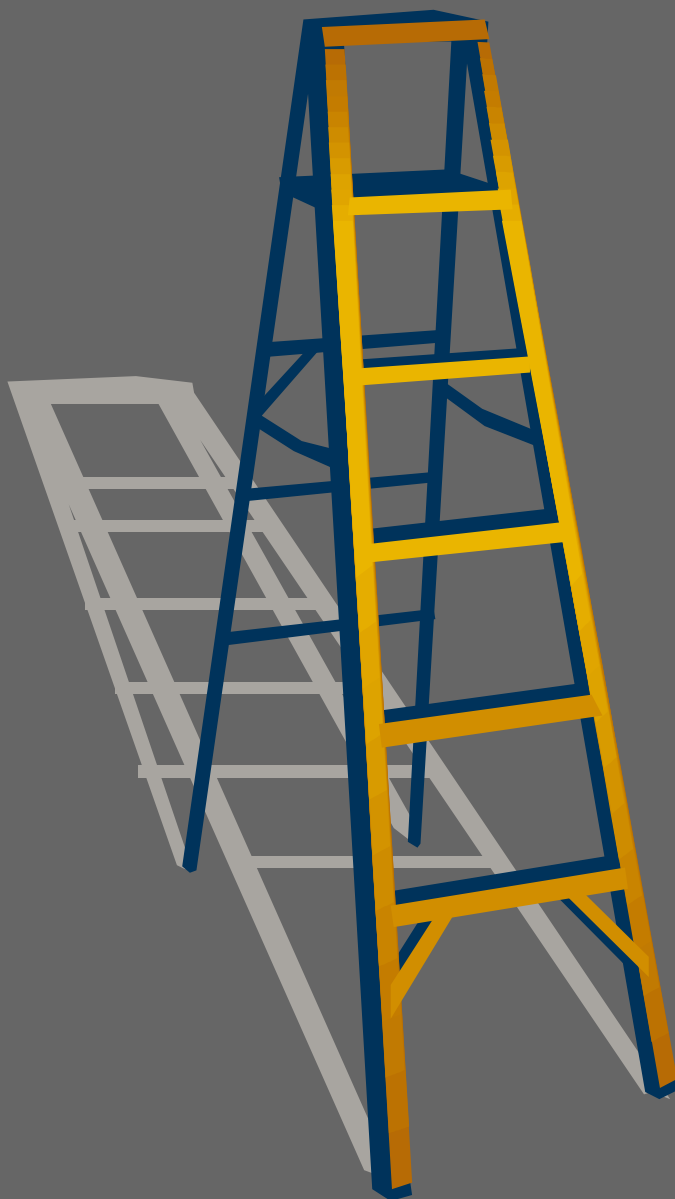


Chapter 10

GOAL SETTING AND ACTION PLANS



GOAL SETTING AND ACTION PLANS

Everyone has something they want to do.

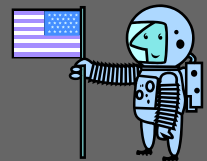
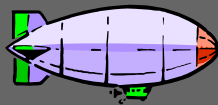
Sometimes people feel that what they want to do is unachievable
so it is not even worth thinking about it!

Think about this -

Before **anything** can be achieved,
someone has to think about it first to come up with the idea.
(not thinking = not doing)

Some pretty amazing changes have happened,
but someone had to imagine them first.

Some of these things seemed inconceivable at the time!
Often people had to overcome barriers
but had enough vision, passion and confidence to do that.

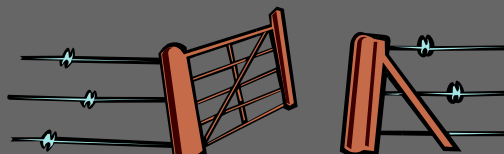


**REMEMBER -
WHAT YOU PUT YOUR ATTENTION TO GROWS.**

So if you continually think about the barriers to what you want,
the barriers will become insurmountable.



And if you **think about what you do want**
the barriers open up and
you can begin using the skills you have learned to make
changes towards achieving your goals.



Long-term goals

Long-term goals are goals that are really important to you.

They fit in with where you want your life to go.

We usually don't exactly know how, when or if we will reach these goals.

They require our **imagination** to come up with them, and they usually inspire and excite us (and even cause us some anxiety) at the possibility of achieving them.



Chance favours the prepared mind.

When you are looking out for specific things in life,
you quickly spot opportunities
and are more prepared to take advantage of them.

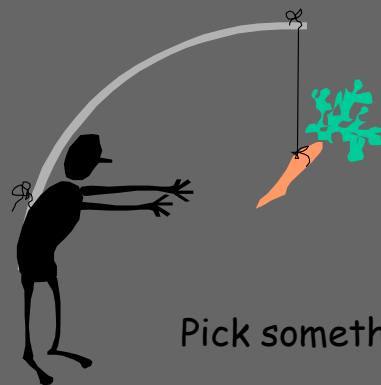
Medium-term goals

Medium-term goals are something you really want to do and usually connect in some way to your long-term goals.

There are no hard-and-fast rules about setting medium-term goals - you know what they are because you need to break them down into smaller goals so that you can make a start.

Action towards goals

Action plans are formed by breaking medium-term goals down into bite-sized steps which you are **confident** of achieving.



Pick something achievable.

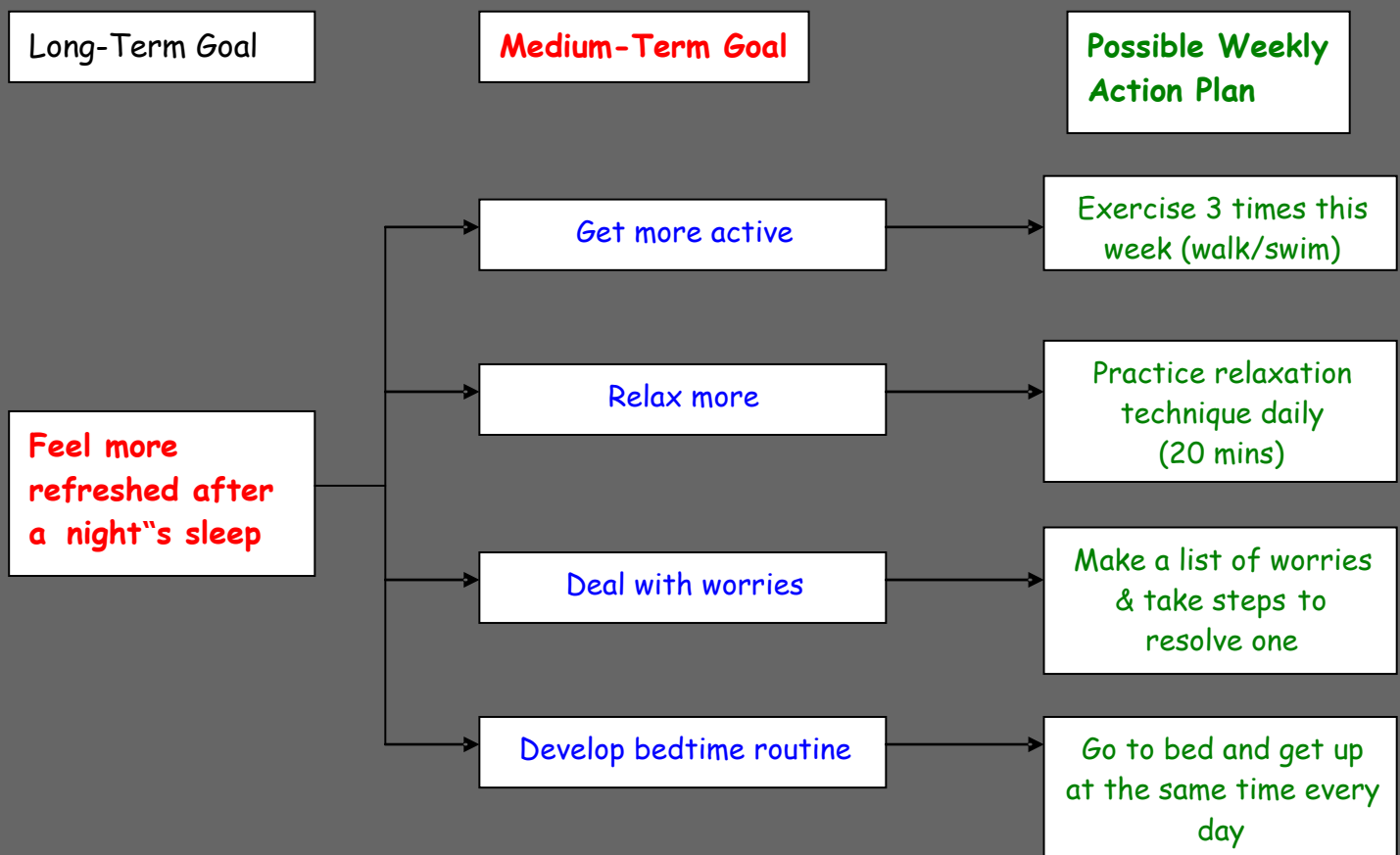
Think about how you might break down your goal into tasks that involve **DOING** something.

And if you are not ready to change just yet, you can still think about your options and reflect on the possibilities:-

- Read some information
- Talk to someone
- Write down advantages and disadvantages of change
- Write down how life will be different if you make a change.

For example, if the **long-term goal** is to feel more refreshed after a night's sleep:-

- What are some of the practical things you would need to do to achieve this? (**medium-term goals**)
- And for each of these options, how specifically might you do this? (**possible weekly action plans**)
- Do any of them sound achievable as targets to aim for? Which one are you most confident about? Decide on a **weekly action plan**.



ONCE YOU HAVE DECIDED

1. your goal,
2. the type of things you **could** do towards it,
3. the things you **will** do towards it now

you can then work on the specifics, making an action plan. This will usually involve setting weekly tasks. You will also benefit from monitoring your progress and tweaking.

Making an Action Plan

1. **Decide on a goal.** It must be something you want to do.
2. **Break it down** into tasks or steps.
Work on one task or step each week.
3. **Each step must** be something you are confident you can achieve that week and fit into your planned schedule.
4. **Be specific.** State what you will do, how often, how much and when.



Pick goals that you know
you can fully achieve that week.

As you know,
success breeds success.

In order to check that the Action Plan
you have set is achievable that week,
ask yourself on a scale of 0 – 10
how confident you are that you can succeed.

If your confidence level is lower than 9,
it would be a good idea to pick a more realistic task or step - or to ask what
needs to change for you to become more confident.



WEEKLY ACTION PLANNING SHEET



Did you manage all of the task towards your goal?

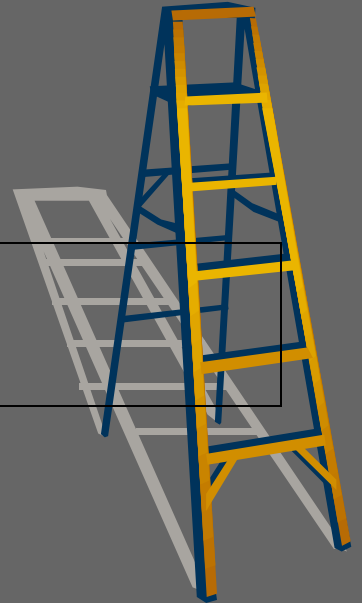
If not, what got in the way?



How could you overcome those barriers?



My task or next step for the following week is:-



0 _____ 10
Confidence level

- What can you foresee that might stop you achieving this task?
- What ideas will help you prevent or solve this if it happens?
- How might you get back on track if you relapse?

