

LABORATORY DAY PLANNING



Planning in Generalist Practice

The planning in the the planned change process



Agenda

- ✿ Thinking distortions
- ✿ Goals & Objectives
- ✿ Keeping everything organized

Think of a
number, any
number



Thinking Distortions

Examples in the media
Personal examples

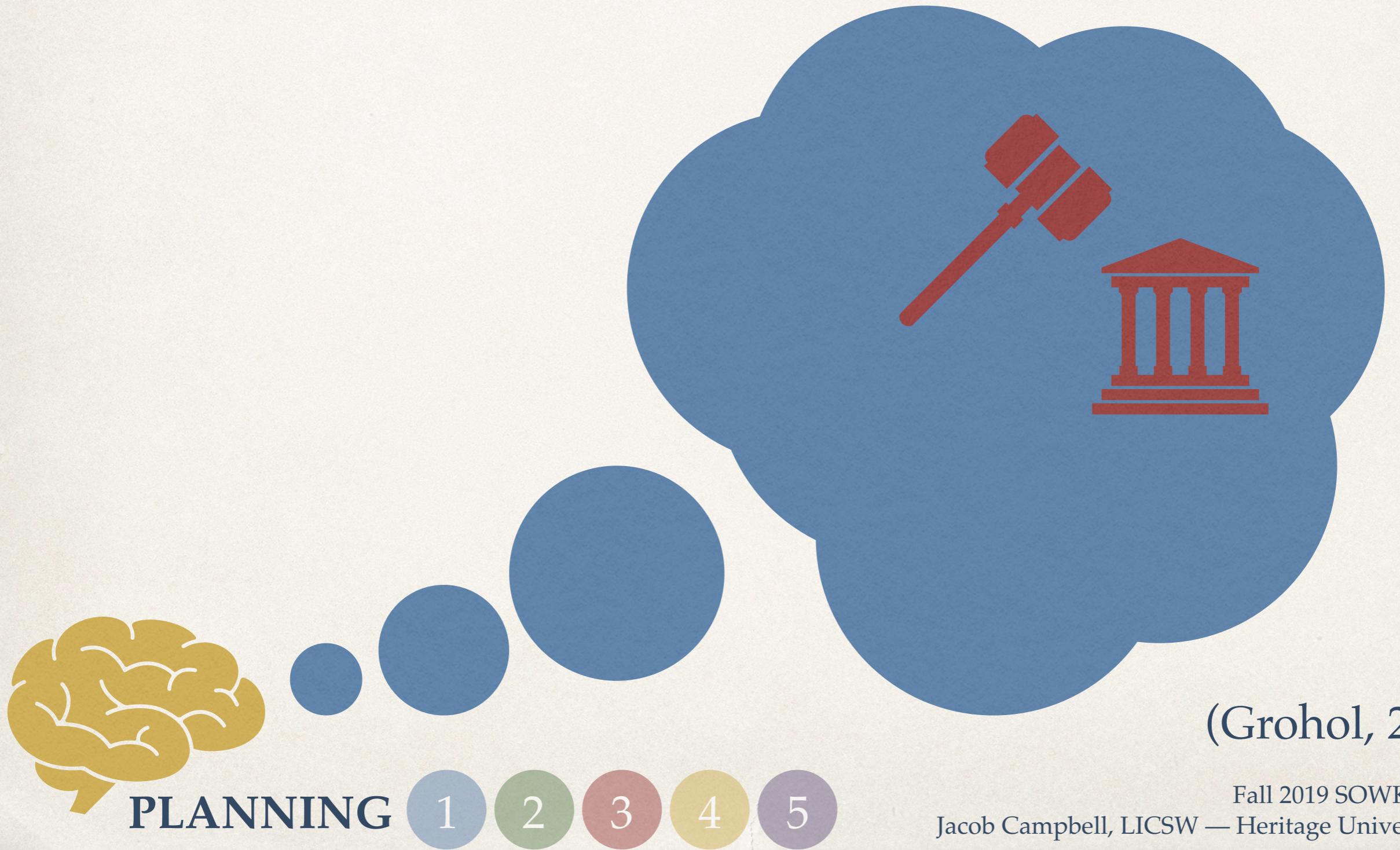
- ✿ All or nothing thinking
- ✿ Blaming
- ✿ Catastrophizing
- ✿ Discounting positives
- ✿ Emotional reasoning
- ✿ Inability to disconfirm
- ✿ Judgment focus
- ✿ Jumping to conclusions
- ✿ Mind reading
- ✿ Negative mental filtering
- ✿ Overgeneralization or globalization
- ✿ Personalizing
- ✿ Regret orientation
- ✿ “Should” statements
- ✿ Unfair comparisons
- ✿ What ifs

Superflex

and the Unthinkables



Putting Your Thoughts on Trial



PLANNING

1 2 3 4 5

Fall 2019 SOWK 486
Jacob Campbell, LICSW — Heritage University

TEDx Reno - Feeling Good by David Burns



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Goals & Objectives

S pecific

M easurable

A ttainable

R elevant

T ime-bound

R ealistic

U nderstandable

M easurable

B ehavioral

A ttainable

Goals & Objectives

Formula for Objectives

Who
Jane

Action Word
will manage anxiety

What
by using the coping skill of deep breathing

When
once a day in response to anxiety for six months

How
Measured
as reported by herself in the wellness self management groups

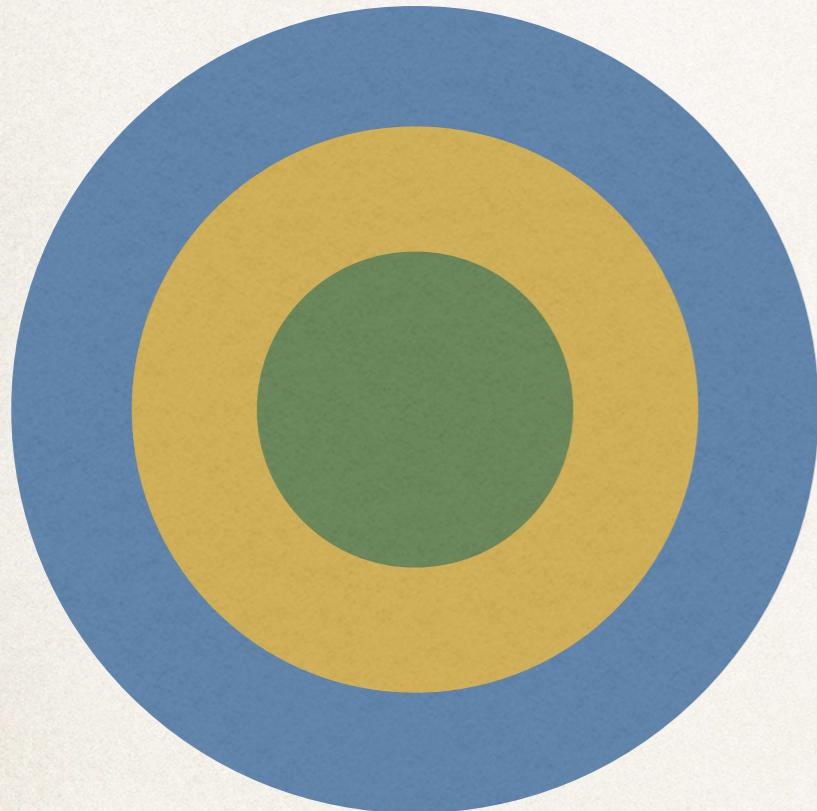
Goals & Objectives

Goal in Client Voice: "I want to get my GED?"

Treatment Goal: Jane will be able to organize her thoughts and apply her skills to be able to apply for and take her GED.

Objective 1: Jane will sign up for the GED by the end of December.

Goal Setting at Micro, Mezzo & Macro



Goal Setting for Class

- ✿ What do are the needs for students
- ✿ What would the longer-term vision be (e.g. goal)
- ✿ What would be some measurable steps in between (objectives)
- ✿ What would be some action steps

Getting Things Done

the art of stress-free productivity

from the New York Times bestselling author

David Allen



“Our productivity is directly proportional to our ability to relax; only when our minds are clear and our thoughts are organized can we achieve results and unleash our creative potential.”

—David Allen

GTD won't get you to be a real life fruit ninja... but it can improve productivity

FRUIT NINJA IN REAL LIFE! (ft. Jade Chynoweth) // ScottDW

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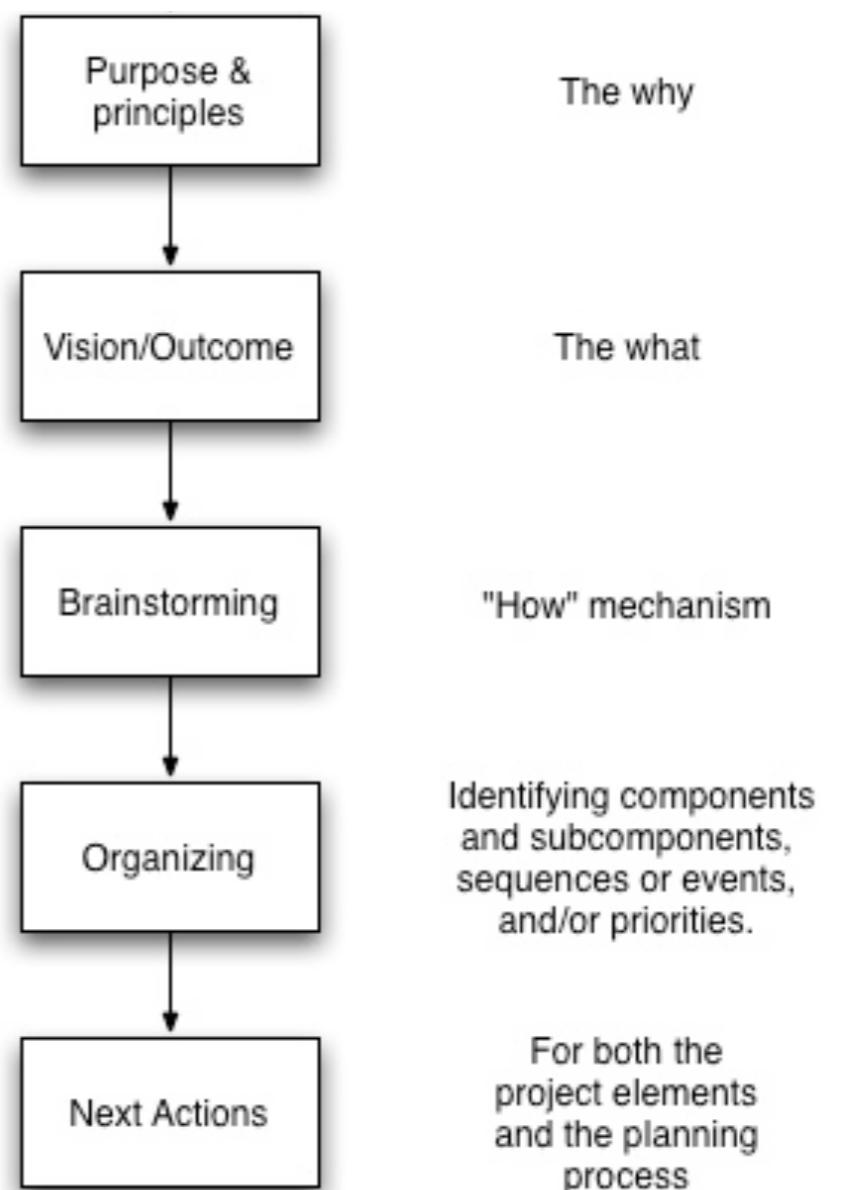


Developing Efficiency

Outlook, Lists, and Ultra organized

The Five Phases of Project Planning

-
1. Defining purpose and principles
 2. Outcome visioning
 3. Brainstorming
 4. Organizing
 5. Identifying next actions





Six Horizons of Focus

- Runway:** Current actions
- 10,000 ft:** Current projects
- 20,000 ft:** Areas of responsibility
- 30,000 ft:** One-to two-year goals
- 40,000 ft:** Three- to five-year visions
- 50,000+ ft:** Life

Five Stages of Mastering Workflow

1. Capture
2. Process
3. Organize

4. Do
5. Review

Capture: The Collection Habit

- Ubiquitous capture
- Mental sweep



Inbox Zero

action-based email

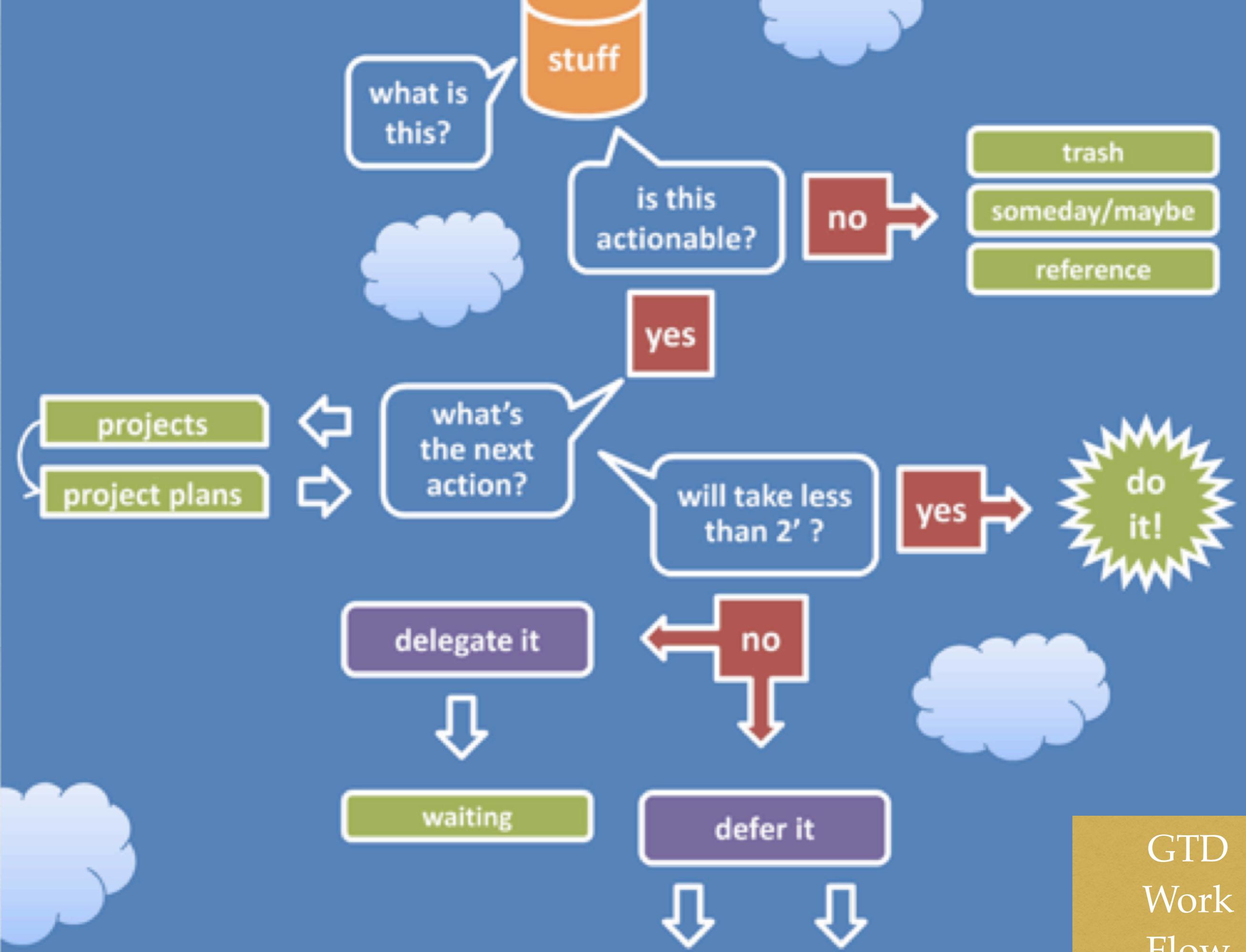


Merlin Mann
Google Tech Talk

Processing Your Inbox

"A place for everything, everything in its place."

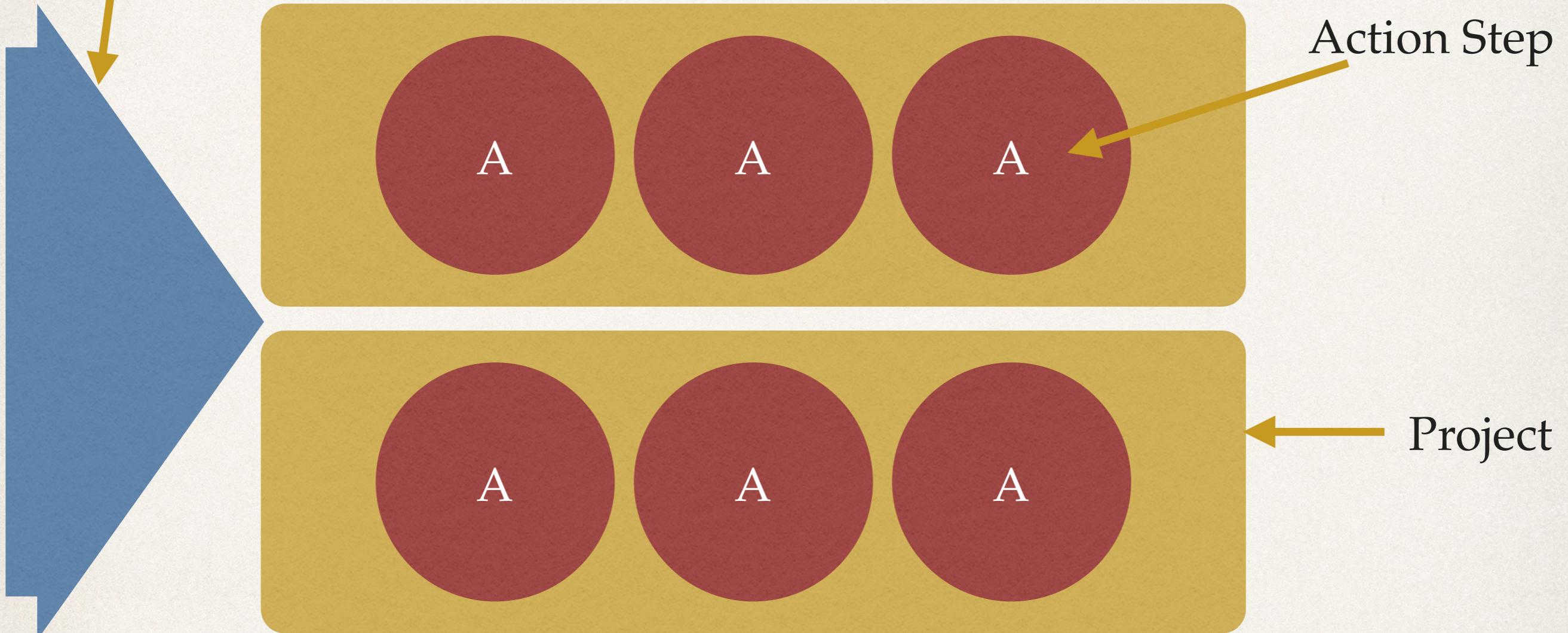
- Benjamin Franklin



GTD
Work
Flow

Context

Organizing: Setting Up the Right Buckets



Doing: Making the Best Action Choices

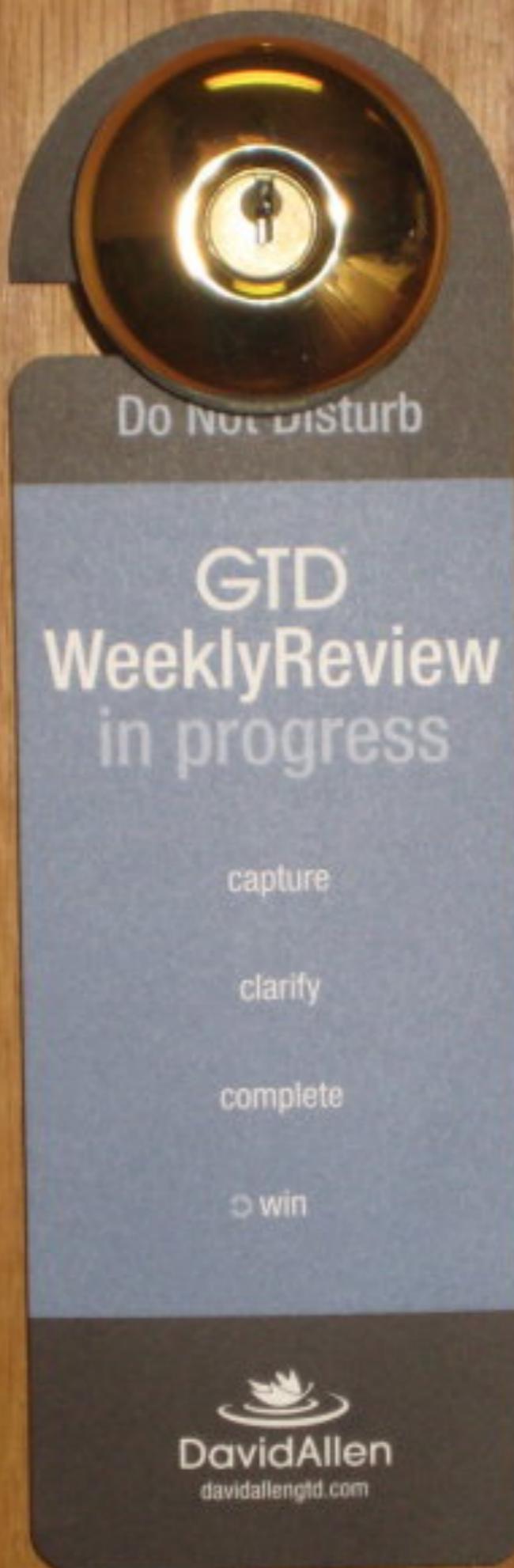
Four-Criteria Model for Choosing Actions

- ❖ Context
- ❖ Time available
- ❖ Energy available
- ❖ Priority to make decisions

Doing: Making the Best Action Choices

The Threefold Model for Evaluating Daily Work

- ❖ Doing predefined work
- ❖ Doing work as it shows up
- ❖ Defining one's work



Reviewing

Keeping Your System Functional

Resources

Tools

- ❖ OmniFocus (task management) (Things, 2Do, TaskPaper)
- ❖ nvALT (Reference)

Further Information

- ❖ David Allen - Getting Things Done
- ❖ Merlin Man - Back to Work