

# The GOAL SETTING AND PLANNING Topic

In SPAN you will be working on social participation goals. As discussed more in depth in the **Social Participation topic**, social participation goals focus on spending time and doing activities with others.

It's important to practice setting goals and making plans to reach those goals. The SPAN app and your SPAN coach will assist you with this process!

## WHAT IS A GOAL?

A **goal** is the end result of what you want to accomplish.

**Goals are often too big to work on all at once**, so we create short-term and long-term goals for ourselves.



In SPAN, **you and your coach will make plans for your short-term goals**. These goals can be accomplished within one week or up to 2-3 months.

Working on short-term goals may help with accomplishing long-term goals!

**Goal setting and planning involves four key steps:**

**GOAL → PLAN → DO → REVIEW**

Let's read more about these steps:

## 1. GOAL: Identify your goal or what you want to accomplish:

- A. **Think about your interests and activities** that are meaningful to you.
- B. **Make a list** of new activities you want to try for the first time **AND** a list of activities you're already doing but want to do differently.
- C. **Identify the social participation goals** that you would like to accomplish related to these activities.
- D. **Think about your strengths** and supports that might help you accomplish your goals.
- E. **Think about possible challenges** that may make it harder to reach your goals and how you can overcome them.
- F. **Choose one goal** that you would like to focus on first.
- G. **Identify a possible time or date** that you would like to reach this goal (*this time may change when you create or carry out your plan*).



## 2. PLAN: Create a plan for how you will accomplish your goal:

- A. **Identify ideas** for how you will reach your goal.
  - It does not matter if the ideas work or not at this point. What is important is that you are brainstorming and thinking about many options. Often, ideas that don't work can help you create better ideas!
  - Share your ideas with your SPAN coach and other supportive people in your life. They can help you identify new ideas and begin to think of plans that may work out best for you.
- B. **Identify the planned steps (or specific actions)** you will need to do. Plans can have a few steps or many steps. Think about all possible steps with the help of your SPAN coach and other supportive people when needed.



C. **Choose the one plan** that you think will work out best for you.

- This plan should include: All of the important steps listed in the order that they need to be done and the key details such as money, directions, transportation, equipment and supportive people that can help if needed.



D. **Identify the specific dates** when you would like to do each step and complete your plan (these dates might change after you begin trying out your plan).

E. **Think about possible challenges** you might experience and identify possible **strategies or SPAN tips** that you can use to manage these challenges.

- Strategies and tips are additional things you can do to help you complete your plan. For example: *asking for help, using reminders or activity planners, thinking positively, taking rest or relaxation breaks, preparing for what you need to do*).

F. **Review your plan** with your SPAN coach and other supportive people.

G. **Make changes** to your plan if needed.

H. **Use the SPAN app** to identify your planned steps and strategies. Your SPAN coach can help you if needed.

### 3.DO: Try out your selected plan with specific steps.

A. **Make final preparations** to carry out your plan

B. **Use additional strategies and tips** if needed.

C. **Tell your supportive family and friends** what you're doing and let them know how they can help

D. **Do the best that you can** and enjoy yourself!



- **The key to accomplishing your goal** is your willingness to try out the plan you have selected.
- **Congratulate yourself for trying out your plan!** This is how you will learn about what is possible for you.

## 4. REVIEW: Think about what worked and did not work (*make changes if needed*).

### A. Check to see if your plan is working:

- ✓ *You are happy with the plan and don't need to make changes.*
- ✓ *You are on track to reach your goal OR you have met your goal.*
- ✓ *You are enjoying the activity and the experience.*

**If you agree with these statements, then your plan is working!**

**Congratulations!** You can continue working on this goal or you can start on a new goal.

### B. **If your plan is not working, don't worry!** Plans do not always work on the first try. The best thing to do is review what happened and try again:

#### 1. **Ask yourself these questions:**

- *Did you follow the plan the way you wanted to?*
- *Does the plan need to be more specific or have additional steps?*
- *Were there any unexpected obstacles or challenges that got in the way?*
- *Did you use strategies or tips to manage these challenges? Were these helpful?*



2. **Think about changing your planned steps** or using strategies and tips with the help of your SPAN coach and other supportive people when needed.
3. **Think about changing your goal** to make it more possible to reach if needed.
4. **Continue to use the SPAN app** to record your new steps and strategies or anything you have changed. Your SPAN coach will help you if needed.

# THE GOAL – PLAN – DO – REVIEW WORKSHEET

GOAL	<b>Step 1: Brainstorm Ideas</b> Think about your interests and activities. Now make a list of activities that you want to do.	
	1.	5.
	2.	6.
	3.	7.
	4.	8.
	<b>Step 2: Think about your strengths and supports</b> Write down 3 of each	
	<b>My personal strengths</b>	<b>My supports</b>
	1.	1.
	2.	2.
	3.	3.
	<b>Step 3: Think about possible challenges</b> Write down at least 2 challenges	
	1.	3.
	2.	4.
	<b>Step 4: Choose one goal</b> Write down the goal and when you would like to reach the goal.	
	<b>Goal:</b>	<b>Date you want to complete your goal:</b>

**PLAN**

**Step 5: Brainstorm ideas for a plan**

Think about ways that you can reach your goal.

1.	5.
2.	6.
3.	7.
4.	8.

**Step 6: Identify the planned steps and specific actions**

Choose the steps that will work best and put them in order.

In a few words, write down each step:	Date you want to complete the step by:
1.	
2.	
3.	
4.	
5.	

**Step 7: Think about possible challenges**

Write down at least 2 challenges

1.	3.
2.	4.

**Step 8: Think of possible strategies**

Make a list of strategies that might help you

1.	4.
2.	5.
3.	6.

<b>PLAN</b>	<b>Step 9: Review your plan</b> Take a final look at your plan. Get advice from your support network.	
	<b>Make changes to your steps here if needed:</b>	<b>Make changes to the due date, if needed:</b>
	1.	
	2.	
	3.	
	4.	
5.		
<b>DO</b>	<b>Step 10: Make final preparations</b> Tell your supportive friends and family about your plan.	
	<b>Step 11: Carry out your plan</b> Do the best that you can! Congratulate yourself for trying out your plan!	
<b>REVIEW</b>	<b>Step 12: Check to see if your plan is working</b> If it is working, congratulations! You can continue with this goal or start a new one! 😊	
	<b>If your plan isn't working, don't worry! Answer these questions:</b>	<b>Yes or No</b>
	1. Did you follow the plan the way you wanted to?	
	2. Does the plan need to be more specific or have additional steps?	
	3. Were there any unexpected obstacles or challenges that got in the way?	
	4. Did you use strategies or tips to manage these challenges?	
	5. Were the strategies or tips helpful?	
	<b>Step 13: Think about changing your plan or goal</b> Look over your plan. Make changes if needed. Get advice from your support network.	
	<b>In a few words, write down each step:</b>	<b>Date you want to complete the step by:</b>
	1.	
2.		
3.		
4.		
5.		