

# GOAL SETTING AND PLANNING Tip



**A goal is what you want to accomplish.**

In SPAN we are working on social participation goals, which focus on spending time and doing activities with others.

Goal setting and planning involves four key steps:

**GOAL → PLAN → DO → REVIEW**

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

- A. Make a list of new activities you want to try and current activities you want to do differently.
- B. Identify a goal related to one of these activities. (What do you want to do first?)
- C. Think about your strengths and supports that could make it is easier to do.
- D. Think about possible challenges that could make it harder to do.
- E. Identify a possible time or date that you would like to reach this goal.

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

- A. Identify the steps (or specific actions) you will need to take.
- B. Come up with a plan that you think will work best for you. This plan should include:
  - ✓ All important steps listed in the order that they need to be done AND
  - ✓ Things you need such as money, directions, transportation, equipment and supportive people that can help if needed.
- C. Identify specific dates when you would like to do each step and complete your plan
- D. Think about possible challenges you might experience
- E. Identify possible strategies and SPAN Tips that you can use to manage these challenges.  
Here are some examples: *Ask for help, use reminders or activity planners, think positively, take rest or relaxation breaks, prepare for what you need to do*
- F. Review your plan and make changes if needed

## 3. DO: Try out your selected plan step by step

- A. Make final preparations to carry out your plan
- B. Try out your plan step by step
- C. Use additional strategies and tips if needed
- D. Get help from others (your coach, family, friends and other supportive people) if needed
- E. Do the best that you can and enjoy yourself

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

- A. If you accomplished your goal, congratulations! You can continue this activity or start a new goal!
- B. If you did not accomplish your goal, don't worry! The best thing to do is review your plan, figure out what you need to change, and try again. Think about changing your planned steps or strategies with the help of your SPAN coach and other supportive people when needed. (*You could also make changes to your goal to make it more possible to reach*).

***Your Social Participation And Navigation (SPAN) App and Coach will help you to reach your goals!***