

Goal Planning Guide

1.) Write out your Long-Term Goal

Be as specific as possible and include: Who? What? Where? When? Why? and How?

(Example: My Long Term Goal is to get my Driver's License by September 2005 and pass it with a good score.)

2.) Write down all the RESOURCES you will need in the categories below (no resource is too small to consider)

- 1.)
- 2.)
- 3.)
- 4.)
- 5.)
- 6.)

A.) INFORMATION / KNOWLEDGE I need to reach my long-term goal

(Example: driver training website, Saskatchewan Government Insurance SGI office, driver training class)

- 1.)
- 2.)
- 3.)
- 4.)
- 5.)
- 6.)

B.) MATERIALS or the tools I need to reach my long-term goal

(Example: driver training manual, vehicle to practice with, computer program to practice driving, practice test)

- 1.)
- 2.)
- 3.)
- 4.)
- 5.)
- 6.)

C.) Amount of MONEY I need to reach my long-term goal

(Example: cost of classes, cost of learner's license, cost of driver training instructor, cost of babysitter, cost of gas)

- 1.)
- 2.)
- 3.)
- 4.)
- 5.)
- 6.)

D.) The PEOPLE I need to help me reach my long-term goal

(Example: friend or family member with a vehicle, friend or family member with a driver's license, babysitter)

- 1.)
- 2.)
- 3.)
- 4.)
- 5.)
- 6.)

E.) OTHER things that will help me reach my long-term goal
(Example: organizations, computer for online training, rewards for myself)

- 1.)
- 2.)
- 3.)
- 4.)
- 5.)
- 6.)

3.) Clearly write down each ACTION you need to DO - these are the steps

A.) Each STEP should start with an action word. Some examples are: fix, research, buy, make, write, call, study, plan, etc. Also each of these mini-goals must have a realistic deadline. You will never have time unless you schedule time.

B.) Include what you will REWARD yourself with for accomplishing certain steps.

This is a very important step Do Not Leave it Out. Some examples of are: take a 30 minute nap, watch my favourite show, make two phone calls to friends, read something for pure fun for one hour, spend time on your hobby, go for a walk, take yourself out for lunch, listen to your favourite CD.

Sometimes just checking it off is a reward in itself. To really motivate yourself save the biggest reward for your last mini-goal.

C.) Finally consider how you did or what you will do next time by measuring your success in the RESULTS area. You could use words such as Great! OK, Could do better, or High, Medium, Low.

ACTIONS

Ex. Step One - Research Driver Education on Internet on Wed. Nov. 17 after school.

Reward - Surf for fun for 30 minutes.

Results - Great! On Wed. I learned that training is offered in La Ronge in January and I ordered a driver training manual.

Step 1 _____

Reward 1 _____

Results 1 _____

Step 2 _____

Reward 2 _____

Results 2 _____

Step 3 _____

Reward 3 _____

Results 3 _____