

GPDR/R Staff Guide

GOAL	
Key Concepts or Steps	<p>Characteristics of goals with high likelihood of success</p> <ul style="list-style-type: none"> • Personally meaningful and motivating (e.g., why is the goal important to me?) • Within our control • Challenging, but within reach • Specific and achievable within a realistic timeframe
Conversation Starters	<ul style="list-style-type: none"> • What are your hopes and dreams for the future? • Think about the next month. What is one thing you'd like to do that would make you feel happy – something that is important to you? • What is one thing that you would MOST like to accomplish in the next month? • What matters deeply to you that you could see yourself working towards in the next month? • What keeps you motivated even when things get hard?
PLAN	
Key Concepts or Steps	<p>Step 1: Break the goal down into small steps</p> <ul style="list-style-type: none"> • Identify the steps to get to the goal, being as detailed as possible • Identify the resources needed to complete the steps <p>Step 2: Select steps to work on and make a detailed plan for getting them done</p> <ul style="list-style-type: none"> • Identify the details: what, when, where, how to get there, what to take <p>Step 3: Identify what might get in the way and what to do to stay on track</p> <ul style="list-style-type: none"> • Identify obstacles – what might get in the way of success (potholes) • Identify strategies to overcome the obstacles (detours)
Conversation Starters	<ul style="list-style-type: none"> • Let's work backward and think about what steps you need to take to get where you want to go. What resources will you need? • Let's map out an action plan for steps you can take before our next meeting. Which of the steps would you like to focus on? • For each step, let's talk about what it will take to complete it and write down the plan: Where do you have to go? How will you get there? How long will it take? When will you do it? What do you need to take with you? • Imagine doing your plan. What might get in the way? What can you do if that happens? • How will you reward yourself when you are done?

DO

Key Concepts or Steps

- “Doing” the plan rests primarily with the participant.
- Ways to support the participant to do their plan:
 - Do one or two steps of the plan *with* the participant
 - Call or send text or e-mail reminders before each step
 - Help participants identify someone to do the plan with them
 - Ask the participant to check in with you
 - Help put the action plan into a calendar or task list

Conversation Starters

- Let’s do one step to get you started on your plan before you leave.
- How can I support you as you do the rest of your plan?
- Would you like me to call, text or e-mail you as a reminder?
- Let’s create a reminder system to help you put your plan into action.
- It can be hard to do this alone: who might be able to help you?

REVIEW / REVISE

Key Concepts or Steps

Key Concepts

- We learn by doing
- Goals and plans change
- Success and setbacks contribute to learning about what matters to us and what our strengths and weaknesses are
- When plans fail: try smaller steps, more (or different) support, an alternative approach or identifying a more meaningful goal

Step 1: Review of previous plan to assess progress

Step 2: identify where to go next

- If plan successfully completed: development of updated action steps.
- If plan not successfully completed: development of a new plan or identification of a new goal

Conversation Starters

Review

- Tell me about your week. What were your major accomplishments? What went according to plan? What strengths did you draw upon?
- What got in your way? How did you respond?
- What do you wish you had done differently?
- What did you learn about yourself?

Revise

- How are you feeling about your goal? Does it still feel like something you want to pursue?
- What step would you like to take next?
- What would help you to move forward?
- How can I support you in coming up with a new plan or goal?