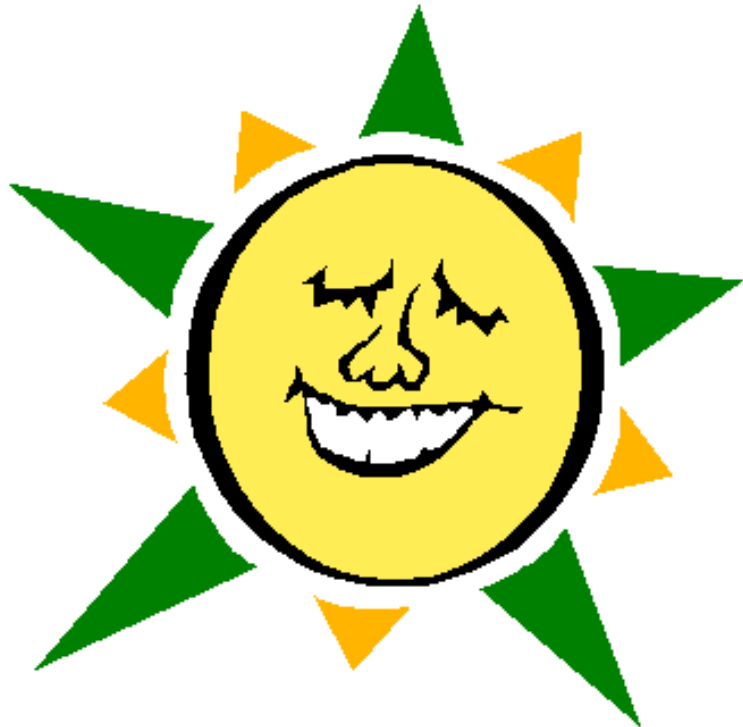


Workbook for Success

Workbook Instructions



INTRODUCTION

Setting and reaching goals that are important to you is a key to successful living. The workbook will help you plan and achieve the goals you set for yourself on the **Quality of Life Report**. You may also learn some things about yourself that will help you make new goals for yourself later on. Completing the workbook will not only help you reach these goals, it will help you learn skills that you can use to reach other goals you set for yourself throughout your life. You may want to ask other people (counselors, friends, family members, or peers) to help you complete this workbook.

You are going to make a plan for each of your goals. Your agreed-upon goals are probably very important to you--for example, improving your health, making new friends, going back to school, or getting a job.

HOW TO USE THE WORKBOOK

The workbook is a tool. It outlines three things you can do to make effective plans for achieving your goals: (1) Break your goals into smaller steps; (2) Identify barriers and resources for each step; and (3) Make changes in your plans based on the results of taking the steps. Use the separate workbooks with your name on the cover to create your plans for achieving your goals. A filled-out example of each chart is shown following the instructions for the chart, and more examples are shown in the **Help Section** booklet. If you have any trouble or are not confident that your plan will work, take a look at the examples there.

GOAL PLANNING CHART (Instructions)

Large goals like getting a job describe things that are important to you but do not tell you what to do next. Reaching large goals is easier if you divide them into smaller steps. Take a look at your agreed goals listed on your **Quality of Life Report**. Start with the first goal. Is this goal large? If it is, think of all the steps it will take to reach this goal. Under the goal, write the steps you will need to reach the goal. You may not need all 3 steps. If you need more than 3 steps, there is a form for steps 4 through 6. One last step is the Reward Step. When you have completed all the other steps, reward yourself! A blank sample of the GOAL PLANNING CHART you will use is on the next page. An example of one filled out is also shown.

GOAL PLANNING CHART

Goal #		
Step 1		
Step 2	SAMPLE	
Step 3		
Reward Step		

GOAL PLANNING CHART (Example)

Goal #	1	<i>Make new friends.</i>
Step 1	<i>Make a list of places where I can meet people I like.</i>	
Step 2	<i>Go to 2 of these places within the next week.</i>	
Step 3	<i>Say hello, introduce myself, and say something about myself to at least two people at each place.</i>	
Reward Step	<i>Treat myself to a meal at McDonalds.</i>	

STEP QUESTIONS CHART (Instructions)

In the STEP QUESTIONS CHART, you'll examine each of the steps. Write down as many ideas as you can think of without worrying about whether they are good or bad ideas. A sample of this chart is shown below, and an example of one filled out is on the next page.

STEP QUESTIONS CHART

Goal #		
Step #		
Things like this step that I have done before.		
Problems I might have with this step.		
SAMPLE		
How I might solve these problems.		
Who or what will help me with this step		
How long will it take me to do this step?		

STEP QUESTIONS CHART (Example)

Goal #	1	<i>Make new friends</i>
Step #	1	<i>Make a list of places where I can meet people I like.</i>
Things like this step that I have done before.		
<i>Made a list of my favorite movies. Made a list of churches near me.</i>		
Problems I might have with this step.		
<i>I don't know many places where I can meet people. I don't know if the places are easy to get to.</i>		
How I might solve these problems.		
<i>Ask others where I can meet people. Ask them how I can get there.</i>		
Who or what will help me with this step		
<i>Friends, counselors, my peer advocate I might need to look at a map.</i>		
How long will it take me to do this step?		
<i>3 days</i>		

WEEKLY GOAL PROGRESS CHART (Instructions)

The next chart needs your careful attention. However, the WEEKLY GOAL PROGRESS CHART will help you keep track of your progress toward your goals.

1. Write your **Goal #**, the **Goal**, and the **Date begun** in the first row.
2. Copy the steps from your **GOAL PLANNING CHART**.
3. For **Step 1**, in the box next to the **1-week report** box, write the date one week from the **Date begun**. Now fill in the **2-week, 3-week, and 4-week report** dates.
4. Copy the same dates in **Step 2** and **Step 3**.
5. You may want to add more steps, like **Step 4** in **Example 2**, or even make a new goal.

A sample of the WEEKLY GOAL PROGRESS CHART is shown on the next page, and two examples of charts that have been filled out are shown on the following pages.

WEEKLY GOAL PROGRESS CHART

Goal #			Date begun
<u>Step 1</u>			
1-week report			
2-week report			
3-week report			
4-week report			
<u>Step 2</u>			
1-week report		SAMPLE	
2-week report			
3-week report			
4-week report			
<u>Step 3</u>			
1-week report			
2-week report			
3-week report			
4-week report			
<u>Reward Step</u>			

WEEKLY GOAL PROGRESS CHART (Example 1)

Goal #	1	Make new friends	Date begun	Oct 1
<u>Step 1</u>		Make a list of places where I can meet people I like.		
1-week report	Oct. 8	Made a list of 4 places I can go: library, church, drop-in center, Borders books. <u>Step completed</u>		
2-week report	Oct. 15			
3-week report	Oct. 22			
4-week report	Oct. 29			
<u>Step 2</u>		Go to 2 of these places within the next week.		
1-week report	Oct. 8	Went to the library, felt bad and stayed home a few days.		
2-week report	Oct. 15	Nothing accomplished. Stayed home.		
3-week report	Oct. 22	Went to Borders and to church. Felt good! <u>Step completed</u>		
4-week report	Oct. 29			
<u>Step 3</u>		Say hello, introduce myself, and say something about myself to at least two people at each place		
1-week report	Oct. 8	Talked to a guy in the library looking at magazines. He told me to go away.		
2-week report	Oct. 15	Nothing accomplished. Stayed home.		
3-week report	Oct. 22	Met a nice elderly couple in Borders. Talked to minister at church a little.		
4-week report	Oct. 29	Talked to two girls at Borders. <u>Step completed</u>		
<u>Reward Step</u>		N/A		

WEEKLY GOAL PROGRESS CHART (Example 2)

Goal #	1	Make new friends	Date begun	Oct 1
<u>Step 4</u>		<u>Added step:</u> Invite someone over for coffee.		
1-week report	Oct. 8	Nothing accomplished.		
2-week report	Oct. 15	Nothing accomplished. Stayed home		
3-week report	Oct. 22	Invited the elderly couple. They said no thanks but took me to a church dinner!		
4-week report	Oct. 29	Went to coffee with Jane, a girl I know from church. <u>Step completed</u>		
<u>Step 5</u>		N/A		
1-week report	Oct. 8			
2-week report	Oct. 15			
3-week report	Oct. 22			
4-week report	Oct. 29			
<u>Step 6</u>		N/A		
1-week report	Oct. 8			
2-week report	Oct. 15			
3-week report	Oct. 22			
4-week report	Oct. 29			
<u>Reward Step</u>		Went to McDonald's. Got a cheeseburger, fries, and a coke!		

WHAT I LEARNED CHART (Instructions)

This chart shows what you learned working each of the steps--information that may be helpful when you work on other goals. A sample of the WHAT I LEARNED CHART is shown on the next page, and an example of one filled out is on the following page.

WHAT I LEARNED CHART

Goal #		
<u>Step 1</u>		
What helped with this step?		
What got in the way?		
How difficult was this step?		
Was my timing okay?		
What did I learn?		
<u>Step 2</u>		
What helped with this step?		
What got in the way?		
How difficult was this step?		
Was my timing okay?		
What did I learn?		
<u>Step 3</u>		
What helped with this step?		
What got in the way?		
How difficult was this step?		
Was my timing okay?		
What did I learn?		

WHAT I LEARNED CHART (Example)

Goal #	1	<i>Make new friends</i>
<u>Step 1</u>		<i>Make a list of places where I can meet people I like</i>
What helped with this step?		<i>Talking to people.</i>
What got in the way?		<i>Nothing</i>
How difficult was this step?		<i>Piece of cake. Just asked a couple people.</i>
Was my timing okay?		<i>One day, not two!</i>
What did I learn?		<i>Nothing</i>
<u>Step 2</u>		<i>Go to 2 of these places within the next week.</i>
What helped with this step?		<i>Finding my way to places.</i>
What got in the way?		<i>After the library, it was hard to get motivated again. I felt blue and stayed home a few days.</i>
How difficult was this step?		<i>Pretty hard.</i>
Was my timing okay?		<i>Took longer than I expected.</i>
What did I learn?		<i>It's easier to plan to go somewhere than to do it!</i>
<u>Step 3</u>		<i>Say hello, introduce myself, and say something about myself to two people at each place.</i>
What helped with this step?		<i>I don't know.</i>
What got in the way?		<i>I felt worthless after the library experience.</i>
How difficult was this step?		<i>The first time was almost impossible! Then I was hurt. Then it got easier.</i>
Was my timing okay?		<i>Fair.</i>
What did I learn?		<i>Some people will like me; some won't!</i>

IMPROVING YOUR PLAN and PLANNING YOUR NEXT STEPS

Here are some things that might help you improve your plan or plan your next steps:

1. Continue thinking about the best way to reach your goals. You might think of additional steps you can take or better ways to take the steps you've already listed.
2. Get ideas and information about how to reach your goal by talking to other people or reading. Your counselors and friends can help. So can your family members. You can also visit drop-in centers and talk to people there who have goals like yours.
3. For each step that you tried to complete, think about what happened. Were you successful? If not, do you need to find a different way to complete the step? Do you need more information? Do you need assistance? Who can help you?

Space is provided on the blank charts to make detailed plans for reaching your personal goals. The forms may look long, but it's up to you how much time you spend and how quickly you complete them. The idea is to make the best possible plans to reach your goals. When you finish the plan for a goal, you will know what your next steps are. If you want to see more examples, look in the **Help Section** booklet.