



**C. Brainstorm the problems you might encounter in trying to achieve this outcome and develop solutions**

Think ahead of the various barriers that might get in the way of you achieving these goals. Barriers typically take one of three forms.

**Practical barriers** – not having the right resources, time or health to achieve the goal.

**Psychological/emotional barriers** – not having the right mindset to achieve the goal

**Social barriers** - not having the right people or supports around you to achieve the goal

Develop preliminary strategies for managing each of these barriers.

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**D. Plan your goal attempt in detail**

If you've completed steps A, B and C, you have pretty much got a plan. You might however want to write it out on a separate piece of paper and put it up somewhere to remind you. Perhaps it will look like a timetable, with the 'outcome goal' at the end, and all the various 'behaviour goals' scheduled over time.

**E. Sign a behavioural contract**

Make a commitment to yourself to pursue the goal to the best of your ability. In the process think about why you are pursuing this goal. What is it about this goal that is important to you?

*Dear Me,*

*I promise to pursue this goal to the best of my ability and commit to overcoming the various barriers that might get in my way.*

Sign: \_\_\_\_\_ Date: \_\_\_\_\_

**F. Make a public commitment to pursue the goal (optional)**

If you find it helpful and you think others will support your goal, consider making a public commitment to achieving it. Be mindful however about your reasons for publicly committing to the goal and the potential consequences.

**G. Review and revise**

Feel free at any time to reflect on your programs, and review and revise your plan. It is normal for your first plan to require some modification, as there are usually barriers or difficulties that you couldn't foresee that pop up to interfere with achieving your goal.

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### A worked example

Note in this example how a simple outcome goal of “be more productive” is actually very complex to then breakdown into smaller goals and tasks. That is the purpose of this worksheet to really get you to focus on how you will achieve your goal.

#### **A. What is the outcome you are looking for?**

Think forward in time. If you are successful in achieving your goal, what will have changed in your life? We call this the ‘outcome goal’. Express the outcome goal according to the five S.M.A.R.T. goal components.

I want to be more productive and get more work done. I really want this because I have many projects in my mind that I want to complete. Also I want to get good marks on assignments and exams.

Specifically, I will dedicate 4 hours a day, on weekdays to uninterrupted study, where I am not checking email, or my phone, or engaging on social media or messaging.

I want to be doing this reliably by second semester.

SMART GOALS				
Specific – be really clear about what has changed	Measurable – express the change in units that can be measured	Achievable – make it an outcome that is challenging but feasible	Relevant – make sure it is an outcome that you really want	Time-related – give yourself a deadline for achieving the goal

#### **B. What do you need to do to achieve that outcome?**

Break your ‘outcome goal’ down into smaller ‘behaviour goals’. These are the specific behaviours that you will need to engage in, in order to achieve the outcome. As with the ‘outcome goal’, express these ‘behaviour goals’ according to the five S.M.A.R.T. goal components.

I need to build up to being able to do 4 hours a day. I’ve got 2 weeks to do this.

In the first week, I will build up from 1 hour per day (Monday, Tuesday) to 2 hours (Wednesday, Thursday, Friday). In the second week, I will go from 3 hours (Monday, Tuesday, Wednesday) to four hours (Thursday and Friday).

I have to schedule time in the morning and evening to handle emails and messages: 8-9, 5-6

I have to put an autoresponder on my email to let people know that I will reply either in the morning or evening.

I have to let a few of my friends who I chat with regularly what I am doing so they don’t freak out when my messaging changes.

I am thinking a schedule like this on the average day:

8-9 – emails and social media

At least 1 hour solid uninterrupted work from 9-12 (phone and social media closed)

At least 2 hours uninterrupted work from 1-5 (phone and social media closed)

Working in 45 minute blocks with 15 minute breaks, where I take time away from computer and technology (maybe head outside for a walk)

### C. Brainstorm the problems you might encounter in trying to achieve this outcome and develop solutions

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**Practical barriers** – not having the right resources, time or health to achieve the goal.

**Psychological/emotional barriers** – not having the right mindset to achieve the goal

**Social barriers** - not having the right people or supports around you to achieve the goal

Develop preliminary strategies for managing each of these barriers.

*Practical barriers – turning off mobile during working periods, setting up a quiet study space, need to set up regular breaks as I can't do 5 hours in a row. Maybe work 45 minutes then 15 minute quiet break. Will have to make my sleep schedule really strict.*

*Psychological barriers – will constantly feel like checking, so can only do this at set times during the day. Making these changes is likely to feel really hard at first. My attention during the first couple of weeks might be all over the place. Have to just keep working on it.*

*Social barriers – have to let my friends know what I am doing, so they don't take it personally if I don't respond to them till later in the day.*

### D. Plan your goal attempt in detail

If you've completed steps A, B and C, you have pretty much got a plan. You might however want to write it out on a separate piece of paper and put it up somewhere to remind you. Perhaps it will look like a timetable, with the 'outcome goal' at the end, and all the various 'behaviour goals' scheduled over time.

### E. Sign a behavioural contract

Make a commitment to yourself to pursue the goal to the best of your ability. In the process think about why you are pursuing this goal. What is it about this goal that is important to you?

*Dear Me,*

*I promise to pursue this goal to the best of my ability and commit to overcoming the various barriers that might get in my way.*

*Sign: Gareth Furber Date: 14/6/18*

### F. Make a public commitment to pursue the goal (optional)

If you find it helpful and you think others will support your goal, consider making a public commitment to achieving it. Be mindful however about your reasons for publicly committing to the goal and the potential consequences.

*I'll tell my friends what I am doing, but only so they know why my response times have changed*

### G. Review and revise

Feel free at any time to reflect on your programs, and review and revise your plan. It is normal for your first plan to require some modification, as there are usually barriers or difficulties that you couldn't foresee that pop up to interfere with achieving your goal.

*Fitting this around my lectures was hard. I had to create a specific schedule for each day. I have found that having my phone off during study periods is the best indicator of me getting work done.*