

Goal-setting and action-planning

Setting your goal

Setting goals is a powerful way to think about your ideal future. Action-planning provides the small steps and motivation to help you achieve your goal.

By knowing what you want to achieve, you'll know where to concentrate your efforts. You'll also quickly spot any obstacles or distractions that could send you off course.

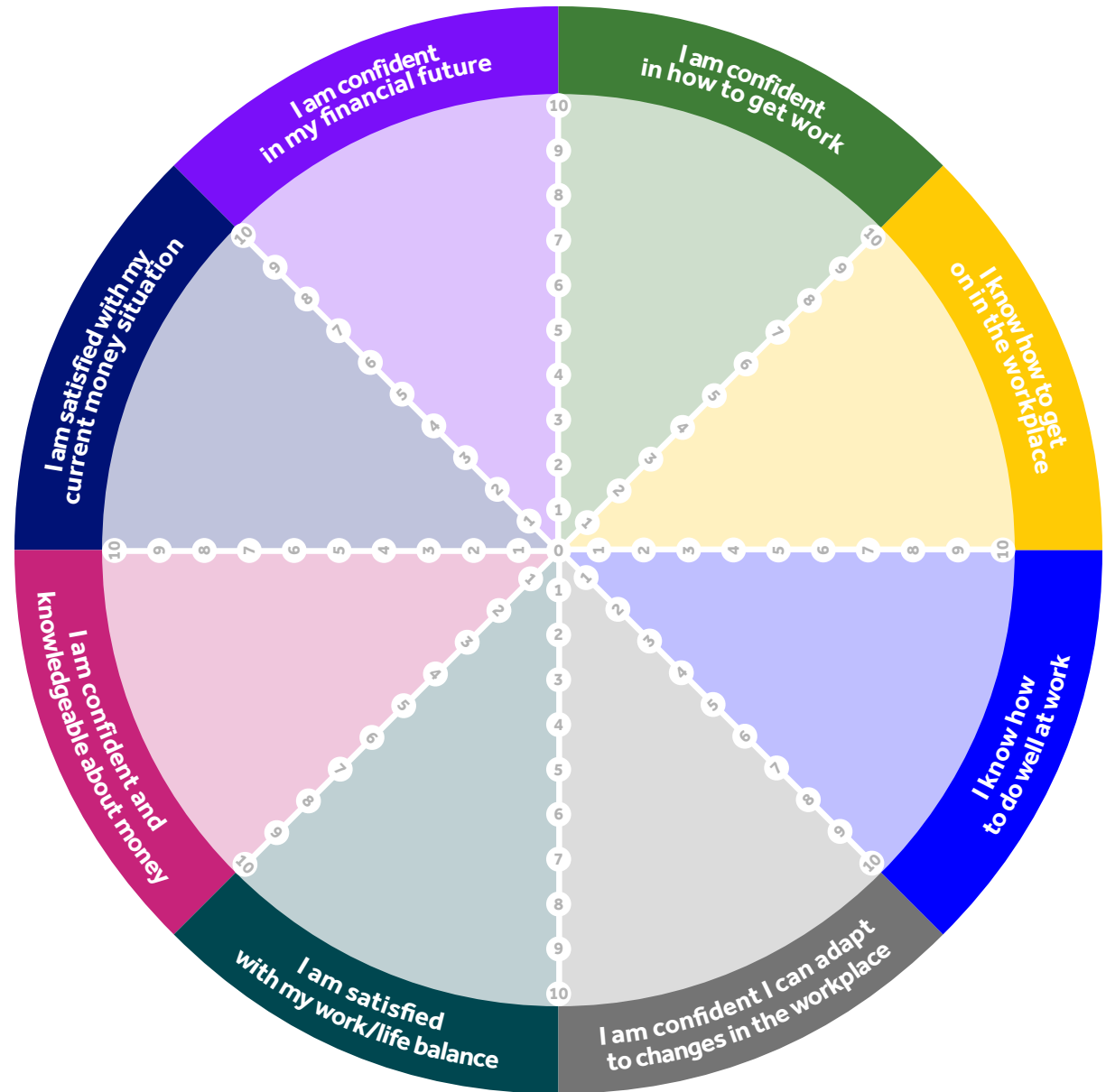
To set your goal, choose one area of the LifeSkills wheel and think about what the ideal looks like.

What do you want to achieve as part of that ideal?

- ☒ Work on one goal at a time and break it down into small steps
- ☒ Write it down using positive language.
For example: I will save £25 a month for the next six months to buy a tablet to aid my job search ability

Once you have your goal, write it down in the space on the next page. Then work through the questions and plan the steps to take you there.

Don't be hard on yourself if you aren't sticking to your goal. This is normal – as soon as you can, motivate yourself by re-reading your goal statement and reminding yourself why you want to do this.



My action plan

My goal	
Achieve by	Why do I want to achieve it?
What have I got going for me?	
What ideas could I try?	
What will help me get there?	
What might get in my way? How can I overcome this?	
How will I stay on track?	
How will I keep going when it gets tough?	

Steps to achieve my goal

<input checked="" type="checkbox"/> Do now	Date
<input checked="" type="checkbox"/> Do soon	Date
<input checked="" type="checkbox"/> Do later	Date

Example action plan

My goal

Over the next six months, I will find a permanent job as a teaching assistant instead of having a zero hours contract from an agency.

Achieve by

31st July 2023

Why do I want to achieve it?

I am going to get a permanent job, so that I always know what I'm earning and I can support my family. I will have more money coming in, get sickness pay and training.

What have I got going for me?

I had a permanent job as a teaching assistant before so I can put it on my CV. I am good at and love working with children. My English is good. I know it could take a long time but I am patient and can cope with setbacks. I really want to do better for myself.

What ideas could I try?

Getting known and trusted in schools where I want to work, becoming the preferred teaching assistant of a child with special needs, contacting schools where I have worked before and have good relationships, asking to do training courses the permanent people are offered.

What will help me get there?

Taking all opportunities to work with children with special needs, talking to teachers at my kids' school, doing additional voluntary work in schools where I want to work, sharing my expertise with teachers who could employ me or recommend me.

What might get in my way? How can I overcome this?

Agency contracts that require long travel and limit my free time (ask if I can have work closer to home), teachers I want to meet are unavailable (try and contact them another time).

How will I stay on track?

Ask my mum to keep encouraging me and check in with me, put up a picture of a pay cheque to remind me why I'm doing this.

How will I keep going when it gets tough?

The image of me getting that phone call offering me a job, jumping for joy once I hang up. Knowing that this will transform my life. I can do this if I keep at it.

Example steps to achieve my goal

✓ Do now

Date

- Go through my friends list to see if any are teachers who can provide some advice
- Ask my agency to consider jobs that are nearer to me, to provide me more free time
- Contact my kids' school to ask about teaching assistant roles

End of next weekend
(mid-January)

✓ Do soon

Date

- Start reading education news so that I am up to date with the latest trends and topics
- Tell people what my goal is when I speak to friends to ensure I commit to it
- Start following local schools on social media to receive updates from them

End of January

✓ Do later

Date

- Arrange an opportunity to volunteer at a kids' club or local school event
- Collect any qualifications together and tailor my CV to reflect my goal
- Meet with my teacher friends again to ask what else I can do to get work experience
- Respond to a teaching assistant advert using my new CV that details new voluntary experience and advice from friends

Start of February