

Let's Talk Goals:

There are many different ways in which goals can be used and incorporated into day to day life.

Setting specific and personal goals is a great way to help aid, structure and stay on the path of recovery. However, It is important to work and build goals in a way that can help you.

This flyer contains information on how to set and use different types of goals, and how to ensure that each goal feels achievable.

The goals strategies looked at are:

SMART
MICRO
SMALL STEPS LADDER




0118 937 3945

compass.opportunities@reading.gov.uk

Small Steps Ladder:

Sometimes challenges can feel too big and it's difficult to know where to start- when this happens we need to break down the goal into **smaller achievable steps**.



My Goal: What do I want to achieve?

Example: I want to tidy my kitchen after cooking

Break down the steps that would need to carry out in order to complete your goal:

Example: Put away dishes in dishwasher, wipe down surfaces, wash items that cannot go in dishwasher, put food back in fridge.

Arrange your steps in order of difficulty:

Put the hardest at the top (4) and the easiest at the bottom (1) - This creates your ladder!

Example: Put away dishes in dishwasher, wipe down surfaces, Wash items that cannot go in dishwasher, put food back in fridge.

- 4- Clean items that cannot fit in dishwasher
- 3- Put dishes in dishwasher
- 2 - Wipe down surfaces
- 1- Put items in fridge

This goal type is great for everyday tasks, and can also double as a reminder or a way to build routine.

0118 937 3945

compass.opportunities@reading.gov.uk

S.M.A.R.T GOALS

SMART goals are great for building and maintaining motivation, and can help to make significant obstacles feel easier to achieve.

SPECIFIC

What exactly needs to be accomplished?
Example: After I eat I will ensure I wash, dry and put away the dishes I used.

MEASURABLE

How will we know we have succeeded?
Example: There will be no dishes left out after eating.

ATTAINABLE

Is this goal be possible?
Think: Have I done this before? Have I done something similar?

RELEVANT

Is this goal meaningful to you?
Example: Yes, as I can become overwhelmed and stressed in busy/cluttered environment.

TIME- BOUND

When and how often will the Goal be achieved?
Example: I will do this at least once a day for a week, then I will see if i can increase this amount.

It's best to start from where **you feel comfortable** and to frequently review your aim instead of starting at a point that is unachievable as its likely to cause **burnout** .

For example: instead of doing the dishes everyday, aim for 4 times a week to make it more achievable. At the end of the week review to see if this is working or needs to be changed.

0118 937 3945

compass.opportunities@reading.gov.uk

MICRO GOALS

MICRO goals are about breaking down long term goals into small achievable steps that will help you reach that long term goal.

A micro goal should not be about what you are going to do in the future but rather what you could do **now** in order to achieve that future goal.

Long term goal:
Example: I would like to reduce coffee intake and switch to Decaf..

Short term goal:
Example: Drink more decaf instead of caffeine.

Micro goal:
Example :Every day I will replace one cup of coffee with decaf - increasing this by one cup every day. I will also ensure that I leave time between starting each cup by an hour - increasing this by 15 minutes with each cup throughout the day.

To create a micro goal it is best to write down what your **long term goal** is, and what you want the final achievement or change to be. Then break the goal into a **short term goal** - think of it like a mini-goal that has more of a specific outcome.

To create the **micro-goal**, you can **break down the steps** required to meet the short-term goal, ensuring that this is achievable and that it requires you to **take action on that day**.

0118 937 3945

compass.opportunities@reading.gov.uk