Goal Setting Worksheet - Mary

What are the main difficulties that you experience from day to day?

- Forgetting to complete tasks at home such as sorting out the mail and responding to emails
- Having a lack of activities that are pleasurable in day to day life

Are there activities that you are no longer doing that you would like to be doing?

- Yes, stopped meeting friends regularly, attending committee meetings, visiting the community centre

What three things would you like to change about how things are for you at the moment?

1) To be more involved in community activities
2) To be more in control of tasks at home
3) To be more confident in myself

Taking each one of these in turn can you think of a goal you can set yourself to help you to start working towards making changes? (Remember the SMART acronym for goal setting)

1) To return to the community centre, initially to use its facilities e.g. to attend the keep fit class and maybe to help serve teas/coffees
2) To re-learn how to send and receive emails - to set aside time to complete these tasks on a daily basis

Continued over...
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Of the three goals outlined above can you select which one you wish to address first?

To be able to use emails daily to keep in touch with friends and family

Outline below your action plan of how to achieve this goal (try to include time scales; what strategies you will use and who can help you).

**ACTION PLANNING**

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<thead>
<tr>
<th>Step</th>
<th>Action</th>
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<tbody>
<tr>
<td>1)</td>
<td>Develop a checklist outlining steps to access emails (do this with Angela’s help)</td>
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<tr>
<td>2)</td>
<td>Mary’s friend, Christine will help Mary go through the checklist looking at how to log into her account and check her email</td>
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<td>3)</td>
<td>Christine will support Mary to work through the checklist using the principle of errorless learning</td>
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<td>4)</td>
<td>After a fortnight, if feel ready, start to practice using checklist independently.</td>
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