

GPDR/R Checklist

This checklist is intended to be a helpful reminder of what the research suggests is effective in each step of the goal achievement process. You may want to post this checklist somewhere you can see it while guiding someone naturally through the process of goal achievement.

GOAL	<ul style="list-style-type: none"><input type="checkbox"/> Uses language of hopes and dreams<input type="checkbox"/> Is attainable (but a little challenging)<input type="checkbox"/> Imagines what it would feel like to be successful<input type="checkbox"/> Is written down and specific
PLAN	<ul style="list-style-type: none"><input type="checkbox"/> Is broken down into small steps<input type="checkbox"/> Identifies resources needed to complete the steps<input type="checkbox"/> Is detailed (includes how long steps will take, when to do them, where to do them, what help you will need)<input type="checkbox"/> Ties action steps back to the goal (why you are doing this)<input type="checkbox"/> Identifies what might get in the way and options for staying on track
DO	<ul style="list-style-type: none"><input type="checkbox"/> Person feels ready to take action and has practiced the steps<input type="checkbox"/> Tasks are simplified as much as possible<input type="checkbox"/> A reminder system has been set up, as needed
REVIEW	<ul style="list-style-type: none"><input type="checkbox"/> Time is taken out of the day to reflect on how things went<input type="checkbox"/> Thought is given to what went well and what needs more work
REVISE	<ul style="list-style-type: none"><input type="checkbox"/> Reflect back on the goal and if the goal should stay the same or needs to change<input type="checkbox"/> Make adjustments for things that did not go as planned (add extra time or supports as needed)<input type="checkbox"/> Rewritten plan or goal reflects changes based on experience and teachable moments