



Goal Setting

Get the most from your NDIS placement

Following are components of an effective goal – one that describes performance standards that will “tell us what specific achievement of the goal looks like.” The SMART acronym can help us remember these components.

Specific	The goal should identify a specific action or event that will take place.
Measurable	The goal and its benefits should be quantifiable.
Attainable	The goal should be achievable given available resources.
Realistic	The goal should require you to stretch some, but allow the likelihood of success.
Time Based	The goal should state the time period in which it will be accomplished.

Here are some tips that can help you set effective goals:

1. Develop several goals. A list of items gives you several things to work on over the beginning weeks of your placement, you will use feedback to guide your goals once these initial ones have been achieved.
2. State goals as declarations of intention, not items on a wish list. "I want to apply listening skills" lacks power. "I will apply different communication strategies when talking a patient history to find the most appropriate strategy for each client." is intentional and powerful.
3. Attach a date to each goal. State what you intend to accomplish and by when. A good list should include some short-term and some long-term goals. You may want a goal for the first week, and a couple for later weeks.
4. Be specific. "To use positive language" is too general; "to develop a list of positive statements and phrases designed to put the participant and their supporter at ease." is better. Sometimes a more general goal can become the long-term aim, and you can identify some more specific goals to take you there.
5. Share your goals with your placement educator and your NDIS provider in your first week or during your pre-placement visit. Sharing your intentions will help ensure success.
6. Write down your goals in your planning, diary or on your day book and put them where you will see them. The more often you read your goals, the more results you get.
7. Review and revise your list. Experiment with different ways of stating your goals. Goal setting improves with practice, so play around with it. Your initial goals may need revising as your placement progresses.



Writing an Effective Goal Statement

Rules for writing goal statements:

1. Use clear, specific language.
2. Start your goal statement with TO + VERB or I WILL + VERB
3. Write your goal statement using SMART Goal Criteria
4. Avoid using negative language. Think positive!

An example of a goal statement:

To run the mini marathon in May and complete the 10 mile race in under 1 hour to beat my personal best time.

Notice how the above example begins with the word “To”, includes the verb “run”, and tells what (the marathon), why (to beat personal best time) and when (May).

Struggling to start?

Work through the Activity

Activity – Writing your first goal and checking it is SMART

Write a draft of your goal here:

Now use the following worksheet to identify the specific SMART criteria you will use to write your goal statement.



Verify that your goal is SMART

S



What exactly will you accomplish?

M



How will you know when you have reached this goal?

A



Is achieving this goal realistic with effort and commitment? Have you got the resources to achieve this goal? If not, how will you get them?

R



Why is this goal significant to your developing professional practice?

T



When will you achieve this goal?



Then consider the following

This goal is important because:

The benefits of achieving this goal will be:

How will I know I have achieved this goal? What evidence will I have?

Take Action!

Potential Obstacles

Potential Solutions

Who are the people you will ask to help you?

Specific Action Steps: What steps need to be taken to get you to your goal?

What?

Expected Completion Week

Now finalise your goal!