

## READY, SET, PLAN: ACTION PLAN FOR PLAN IMPLEMENTATION



NAME \_\_\_\_\_

Date \_\_\_\_\_

<b>What is the goal?</b>	<b>Who is on board/ accountable?</b>	<b>How do you know when the outcome has been achieved?</b>	<b>How often will we do this?</b>
<b>Time frame: How long do you think this will take?</b>	<b>Progress Notes</b>	<b>Outcomes</b>	<b>Review and Revise</b>





## Ready, Set, Plan

### An action plan for successful plan implementation

*Successful plan implementation can depend on many factors*



- Knowledge
- Research
- Understanding
- Commitment
- Energy
- Firm accountability
- Strong goal setting
- The right resources
- Positivity
- Creative and efficient staff
- Correct number of people
- Openness to change
- Leadership
- Appropriate funding
- Imagination
- Family and community support
- Motivated providers / workers
- Money
- Health
- Psychological factors
- Technical barriers
- Communication
- Identifying community resources
- Navigating systems

### **What to consider:**

- Work out what skills or gifts you want to develop
- Think about what personal qualities you would like to enhance
- Discover the environments and places that make you feel happy, or times of day you prefer to have activity
- Consider whether you prefer structure or flexibility in your daily life
- Think about your friendships, neighbourhood connections, associations, businesses, employment and roles at home
- Imagine the type of roles and participation that you are suited to in the community
- Are there people who would be willing to play a role in your life that you haven't asked yet?

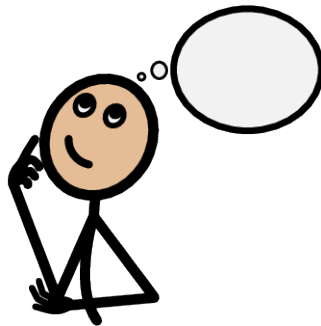
## Strategies for Success

- Keep dreaming big
- Allow family ,community members and friends to help, invite them in
- Enlarge your circle of community connection
- Have high expectations and create a strong vision
- Create routine and structure where required
- Break larger dreams down into manageable goals, “bite sized pieces”
- Discuss accountability, time frames and select someone to be the driving force behind achieving the goal
- Repeat and update goals constantly, write them down, make lists
- Create an Action Plan - this is the area where most goals fall down :  
List what, who , when , how, and completion date – be specific
- Write down successes , failures and barriers: all new ideas have a component of trial and error and can lead to strong learning outcomes. There is truth to the saying, “Nothing ventured, nothing gained”. Just because it didn’t go well the first time doesn’t mean it won’t go well the 2<sup>nd</sup>, 3<sup>rd</sup> or 4<sup>th</sup> time.
- Work on some mindfulness to reduce anxiety and build capacity around trying new things
- Seek out fresh teams or supports or hold a team activity or information session to help create new energy around a goal or dream
- Organise some structured planning sessions before the plan review and assess the outcomes of goals you previously set.
- Sometimes the smallest goals can be massive achievements, so enjoy the small successes along the way to achieving the larger goals.
- Start by being more intentional, choose positive language wherever possible
- Resistance to change is normal and some fear may be attached
- Organise supporters to take action: look, investigate, research
- Keep in regular contact for follow ups, and re-assess regularly.

- Establish guidelines to help achieve success eg if you prefer to work in a quieter place, look for places that are suitable.
- Ask, what are the conditions that are going to set this up to work?
- Think about what a typical person of your age would be doing and structure goals around this

### *Consider the following*

- What is important to you?
- What do you live for?
- What makes your heart feel happy?
- What do you look forward to?
- What are you working towards?
- Where do you feel supported?
- What /who do you want to keep on your list?



### *Think about what may have contributed to any obstacles along the way*

- Do you have any existing or new health conditions?
- Have any of your long- time supporters / staff left?
- Are the goals too structured?
- Are you a morning person or a night person?
- Has there been any other significant changes in your life?

## **What is a goal?**

A goal can often be confused with a wish, or a resolution

A goal is a clear target, and may include lots of smaller stages along the way to achieving the end goal

Goals can be simple or enormous, the only limit is your imagination!

## **How to increase your success with achieving goals**

- Identify effective strategies
- Brainstorm ideas within a comfortable setting
- Make sure you are safe and feel safe
- All new goals require some element of risk, whether it is to take a leap of faith on a new venture, trial a new staff member, or test out a new club
- Be creative wherever possible
- Work out whose needs are actually being met
- Consider ways of earning income if the opportunity is there
- Identify mainstream opportunities wherever available
- Work out who has the time, energy and commitment to lead the path to change
- Start some new traditions
- Enhance existing friendships and encourage new friendships
- Seek out reciprocal settings eg labour exchange, food networks, exchanging gifts and skills instead of purchasing supports if at all possible
- Ensure there is adequate training for people helping you achieve your goals
- Document what works best, what didn't work
- Continually update the vision or the steps along the way that have been achieved
- Record any issues with funding shortfalls and address at review stage
- Repeat the goal often and share the goal so others know what you are working towards

### **The best chance of success is when your goals are:**

1. Clear and personally meaningful
2. Written down and repeated as a mantra
3. Given a time frame
4. Supported by someone to add accountability
5. Developed to create growth and change
6. Achievable

Keep dreaming and try to remain positive when trying to create the best life for yourself. Remember to recharge your batteries and practice self-care whenever possible.

Instead of looking at the whole big picture, which can sometimes appear overwhelming, try to create mini steps along the way and keep steadily working towards your vision for a good life.



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