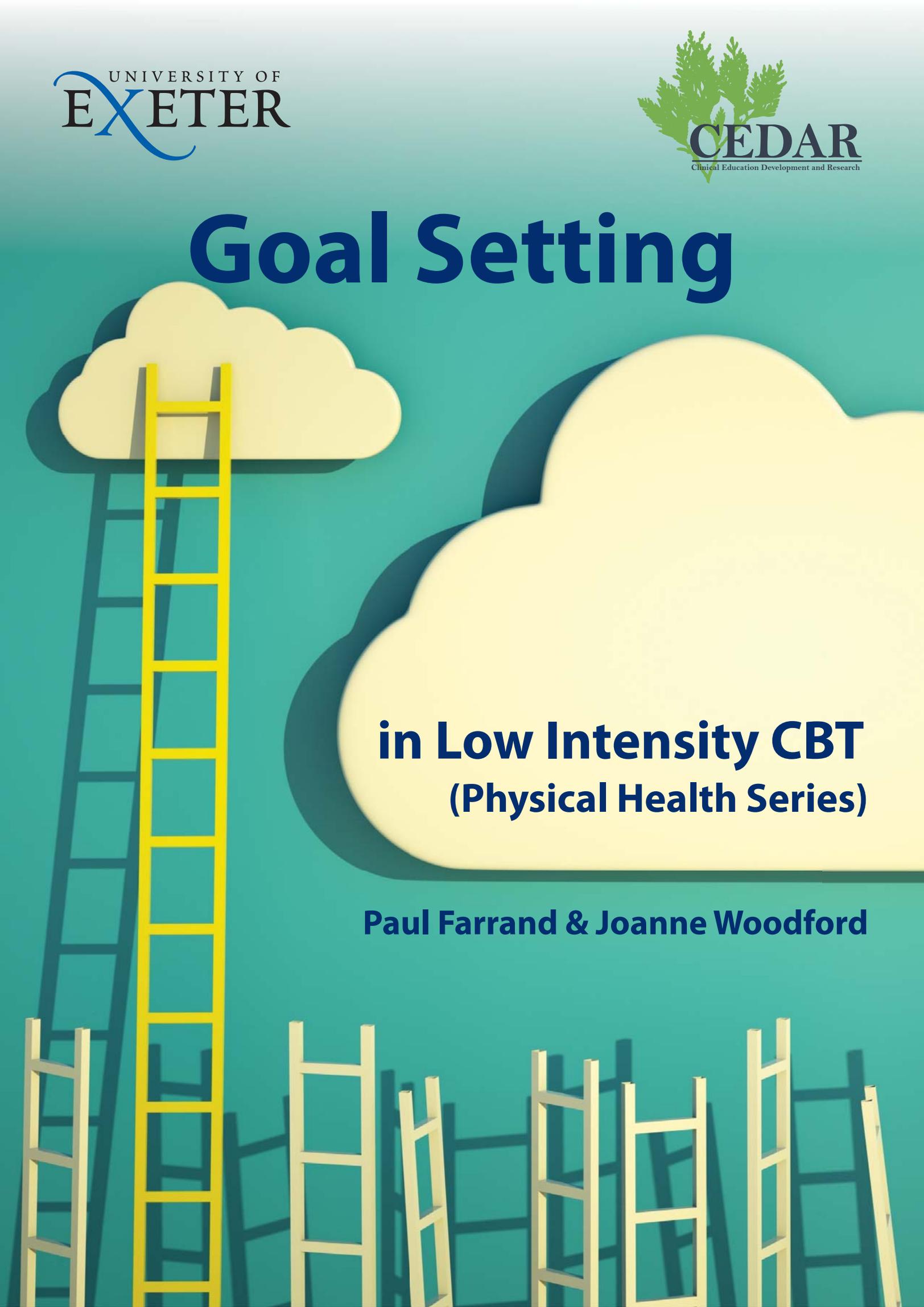


Goal Setting



**in Low Intensity CBT
(Physical Health Series)**

Paul Farrand & Joanne Woodford



Acknowledgement:

This booklet is based on the material included within 'Reach Out: National Programme Educator Materials to Support the Delivery of Training for Psychological Wellbeing Practitioners Delivering Low Intensity Interventions'.

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Image above: Clinical Training (CEDAR) at the University of Exeter's Streatham Campus. **Image right:** The Sir Henry Wellcome Building for Mood Disorders Research at the University of Exeter.

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About the authors



Dr Paul Farrand is a BABCP accredited Cognitive Behavioural Psychotherapist, Director of Psychological Wellbeing Practitioner training within Clinical Education Development and Research (CEDAR) at the University of Exeter and a National Teaching Fellow of the Higher Education Academy (HEA). His main clinical and research interests are in the area of low intensity cognitive behavioural therapy (CBT), especially in a self-help format. Based upon his research and clinical practice he has developed a wide range of written self-help treatments for depression and anxiety. He has operated at a national level with the Department of Health education, training and accreditation committees and within the British Association of Behavioural and Cognitive Psychotherapies.



Joanne Woodford is an Associate Research Fellow within the Mood Disorders Centre at the University of Exeter with a special interest in developing and improving access to evidence based psychological interventions for people with depression, especially for people with co-morbid physical health difficulties, and their carers. Joanne is currently developing and trialling a CBT self-help intervention for informal carers of stroke survivors as part of CEDArS, a trial funded by the Dunhill Medical Foundation and previously co-developed an online CBT self-help treatment for postnatal depression. Joanne is also involved several educational programmes directed at training mental health professionals in the skills required to support patients in the use of CBT self-help materials.

Part 1

Why Set New Goals?

Having physical health problems can force us to change or revise the goals we have set ourselves. Goal setting is an evidence-based intervention that helps you decide on the new and realistic things you want to achieve, plan how to achieve them, and then progressively work towards them in a structured way that puts you in charge.

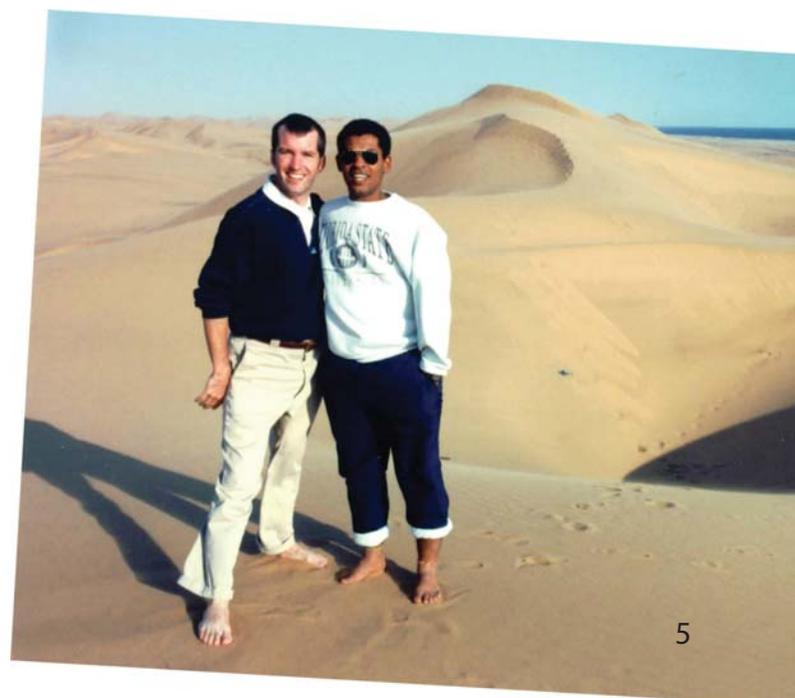
Physical health difficulties can impose limitations on the things you do and sometimes the things you can achieve. You may find that although you can still achieve the things you want to, you need to think about different ways to do them. Or you may find that the goals you once had now need to be adapted or even completely changed.

Since developing physical health problems, you may start to think that you can 'no longer achieve anything' or 'have had to give up everything'. However, whilst having physical health problems may require you to do things differently, it is unlikely that you will have to give up on things you want to achieve altogether.

You may need to think about how to achieve your goals differently, how to revise your goals or even think about setting new ones. Goal revising and setting is therefore a useful thing to do. Revising old goals or setting new ones can help you to establish the first steps towards putting your life back on track.

Setting new goals may not be as straightforward as it sounds, however. Aspects of your life before your physical health problem may be of little help in setting new goals and therefore it can sometimes be tricky to find ways of adapting and changing your goals. Additionally, you may not yet know enough about living with your physical health problems to think about the type of goals you can set or how to set them.

By following the following three rules to goal setting, thinking S.M.A.R.T and with the help of your Psychological Wellbeing Practitioner you can start to revise or set new goals and get your life back on track.



Part 2

Goal Setting: The Three Rules

By following the following three rules you can help yourself set new realistic goals and take the first steps towards slowly putting your life back on track. Your Psychological Wellbeing Practitioner can help you with this.

Three initial goal setting rules:

Rule 1: Set three goals

Rule 2: Focus upon short term goals

Rule 3: Set positive goals

Rule 1: Set Yourself No More than Three Goals To Begin With

This will ensure that you do not feel initially overwhelmed. Your goals will be reviewed regularly, and if you find yourself meeting them they can be revised or new ones set. As you start to get your life back on track you may also find yourself setting more goals that are longer term.

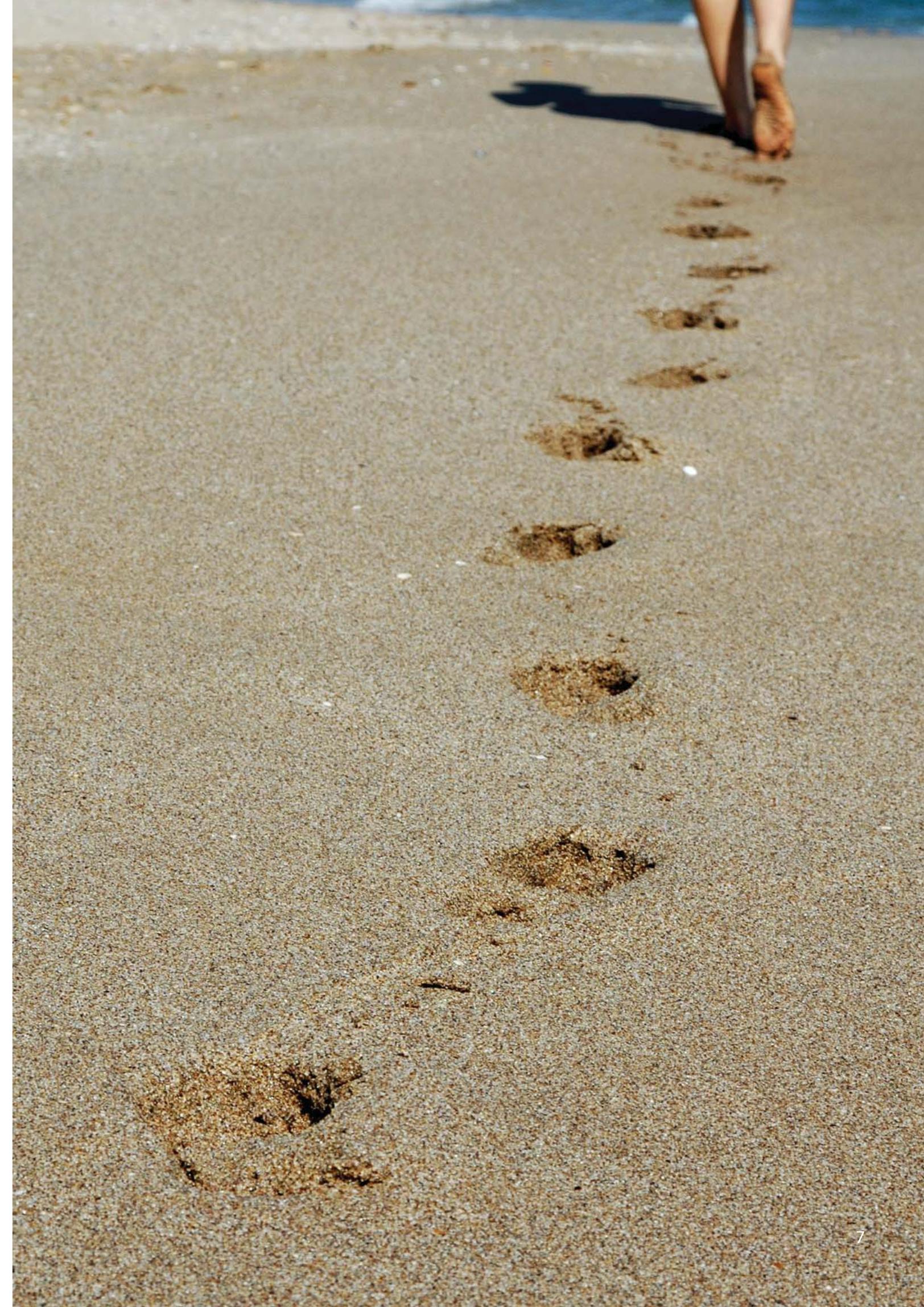
Rule 2: Initially Focus upon Short Term Goals

Initially setting yourself short term goals will enable you to more easily notice when you achieve them. Knowing when you have reached your goals may be helpful as it may give you a sense of achievement. Remember it may not be easy. It may take some time to achieve your goals.

If you struggle to set yourself short term goals, a tip that can sometimes help is to change medium or long term goals into shorter ones by breaking them down. So, for example, to 'To clean the house' can be broken down into 'To clean the lounge' or even 'To vacuum the lounge for 10 minutes'. Obviously you could keep the others as medium or long term goals. However, to get started it is better to set shorter term and more realistic goals. As things start to improve more generally, with the help of your Psychological Wellbeing Practitioner if helpful, you can then begin to set yourself a balance of short, medium and longer term goals.

Rule 3: Set Positive Goals

Finally, as we are now talking about getting your life back in order try to think more positively about your goals. Focus upon things you can achieve rather than those you want to reduce or drop. For example, 'To weed the garden for 10 minutes a day' is better than 'To stop sitting in the lounge watching television all day'.



Part 3

Setting S.M.A.R.T. Goals

In addition to the three rules discussed in Part 2 it is good to also think about setting S.M.A.R.T. goals. This basically means setting your goals according to the following features. Use Worksheet A to help you develop your goals according to S.M.A.R.T. goals. Use it for each of the three goals you are setting.

S is for Specific

Try to set your goals to be as specific as possible. Where possible set dates, times, resources, etc. that you will need to achieve them.

M is for Measurable

Goals should be capable of being measured to allow you to know when you have met them.

A is for Achievable

Your goals should be just out of reach, but not out of sight. Equally, the goals you set should be achievable. If you cannot achieve them you have set yourself up to fail.

R is for Relevant

Try to set goals that are directly relevant to your life and to things that will help you get your life back in order. Think about the things that would really make a difference to your life in the shorter term that you would really like to be able to do again.

T is for Time Specific

Set a time by which you would like to achieve your goals. Over time it would be ideal to set a range of short, medium and long term goals. However, initially you should seek to set no more than three short term goals to focus your recovery.



Part 3

Setting S.M.A.R.T. Goals Worksheet A

Setting S.M.A.R.T. Goals

Write your original goal here:

Use this space to write and then refine your goals according to S.M.A.R.T.

Specific

Now ensure your goal is as specific as possible. Ensure it includes dates, times, resources, etc. that you will need to achieve it.

Measureable

Now you need to ensure the goal is capable of being measured. If not, think about rephrasing so you can measure it.

Achievable

Is your goal achievable, and if short term, is it possible to be achieved in the next couple of weeks? If not, think about breaking it down.

Relevant

It is best to ensure that your goal is relevant to your life now. Will achieving the goal make a difference to you now? If not, try to adapt it so it is.

Time Specific

Try to set a time by which you want to achieve your goal. If short term this may be within the next week or two. If not, then go back to 'achievable' again and think about how to adapt it to make it so.

Part 4

Setting Your Goals

It is now time to start to think about setting your own goals. Use **Worksheet B** to help you do this with one worksheet used for each goal. If this is the first time you have set your goals, then it is likely that these will be short term. As you start to achieve these shorter term goals you will then be helped to start to make more medium and longer term goals using additional Worksheets.

Whilst it is great when you can reach your goals, you may find that this is not always possible within the time frame you have set yourself. Maybe you set a goal that was not achievable and needed breaking down. Or possibly the time frame was too ambitious. Not always being able to reach the goals you set yourself is perfectly normal and to be expected. The main thing is that you discuss this with your Psychological Wellbeing Practitioner, who is there to help you.

Remember

Keeping records of how well you have worked towards your goals each week is essential for you and your Psychological Wellbeing Practitioner to review your progress and help you continue to reach your goals. Use the comments box in **Worksheet B** to record how you felt trying to reach your goals and what may have stopped you if you did not manage.

Part 4

Worksheet B: Setting Your Goals

Write your goal here:								Comments
Today's date:								
I can do this now (circle a number):	0	1	2	3	4	5	6	
Not at all			Occasionally		Often		Anytime	
Review 1: I can do this now (circle a number):	0	1	2	3	Today's date:			
Not at all			Occasionally		Often		Anytime	
Review 2: I can do this now (circle a number):	0	1	2	3	Today's date:			
Not at all			Occasionally		Often		Anytime	
Review 3: I can do this now (circle a number):	0	1	2	3	Today's date:			
Not at all			Occasionally		Often		Anytime	
Review 4: I can do this now (circle a number):	0	1	2	3	Today's date:			
Not at all			Occasionally		Often		Anytime	

Goal Review

Part 4

Worksheet B: Setting Your Goals

Write your goal here:	Comments
Today's date:	
I can do this now (circle a number):	
0 1 2 3 4 5 6	
Not at all Occasionally Often Anytime	
Review 1: I can do this now (circle a number):	Today's date:
0 1 2 3 4 5 6	
Not at all Occasionally Often Anytime	
Review 2: I can do this now (circle a number):	Today's date:
0 1 2 3 4 5 6	
Not at all Occasionally Often Anytime	
Review 3: I can do this now (circle a number):	Today's date:
0 1 2 3 4 5 6	
Not at all Occasionally Often Anytime	
Review 4: I can do this now (circle a number):	Today's date:
0 1 2 3 4 5 6	
Not at all Occasionally Often Anytime	

Goal Review

Part 4

Worksheet B: Setting Your Goals

Write your goal here:								Comments
Today's date:								
I can do this now (circle a number):	0	1	2	3	4	5	6	
Not at all			Occasionally		Often		Anytime	
Review 1: I can do this now (circle a number):	0	1	2	3	Today's date:			
Not at all			Occasionally		Often		Anytime	
Review 2: I can do this now (circle a number):	0	1	2	3	Today's date:			
Not at all			Occasionally		Often		Anytime	
Review 3: I can do this now (circle a number):	0	1	2	3	Today's date:			
Not at all			Occasionally		Often		Anytime	
Review 4: I can do this now (circle a number):	0	1	2	3	Today's date:			
Not at all			Occasionally		Often		Anytime	

Goal Review

Part 5

Janet's Recovery Story

Janet is 47 years old and was diagnosed with type 2 diabetes twelve months ago. She found she had never really come to terms with having diabetes. Although her diabetes care team were very supportive she never really engaged with the information they had given her about her illness and how to manage her illness.

In fact, she found she preferred to try and ignore the fact she had diabetes altogether and had never discussed having diabetes with her close friends. Not only at times did this result in physical problems, but over time it was beginning to affect her social life. Initially when she went out for a meal with her friends she tried to appear 'normal' and eat what she wanted to avoid them asking any questions. However by doing this her blood glucose levels became unmanaged and caused her to feel ill. More recently she stopped going out with her friends altogether. This was affecting her mood, she began to feel increasingly isolated and alone, and this was making her feel low. Ironically she found that she had also started to eat more and put on weight which was a real cause for concern for her diabetes care team who were keen to support her taking better care of herself. One Saturday evening, whilst sitting alone at home, she decided she needed to do something about how she felt and decided to discuss her low mood with her nurse, Peter.

Peter listened to Janet and made a referral to the 'Speak Easy' service which could be accessed through her GP practice. Three weeks later Janet found herself talking to Sarah, a Psychological Wellbeing Practitioner, about her low mood and feelings of isolation, the things 'going through her head', and 'what she was doing more or less of'. Sarah also enquired about how Janet was managing to deal with her diabetes since being diagnosed and spoke about a transition people go through when they become

physically ill. Janet found this really helpful as she realised that difficulties coming to terms with a physical illness were quite common. She also learnt however, that by ignoring her physical health problems she was making not only her physical health worse, but it was also affecting her mental health. In particular she was intrigued about how her low mood may be related to her eating more, and how this was making her put on weight and affecting her diabetes. Janet had never thought of relating how she felt emotionally to her physical health before. At the end of the assessment session, for the first time Janet felt like she wanted to know a little more about her diabetes. Sarah informed Janet that she was not medically qualified and knew very little about diabetes herself, but could recommend an excellent web site 'NHS Choices' and encouraged Janet also speak to her diabetes care team.

The following week Janet turned up to her first appointment. During the session, Sarah first recapped the previous week and then enquired about the information Janet had found out about her diabetes. Janet talked about how she found NHS Choices really helpful, but the most helpful thing was talking to Peter who gave her lots of information again about living with diabetes and the things she could do to help herself. For the first time she found that she was actually willing to listen to what Peter had to say. After discussing this, Janet and Sarah discussed together the range of interventions that may be helpful for Janet. In particular, Sarah highlighted the possibility

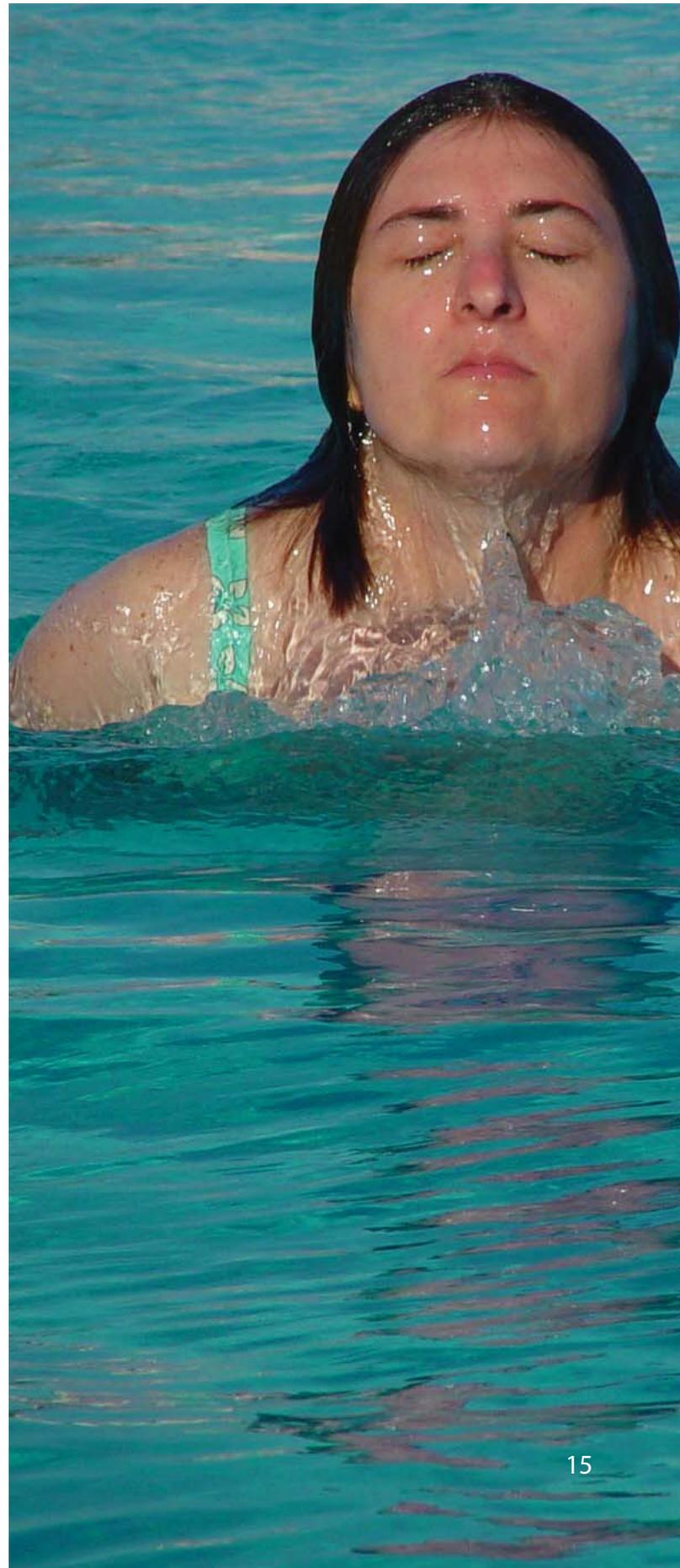
that 'Goal Setting' may be helpful in supporting Janet to think about getting her life back on track. Sarah talked through goal setting and how there was good evidence to support its use amongst people following a physical illness. She then discussed how to do it and talked her through a 'recovery guide'. Sarah stressed that following physical illness people sometimes need to focus on their goals. At times it may be possible to keep the same goals, but potentially people may have to achieve them in different ways. Otherwise, goals may have to be revised or indeed old goals may need to be dropped and new ones developed. Sarah was clear to stress that it was not necessary to give up on goals completely following physical illness.

With the aid of her Psychological Wellbeing Practitioner Janet started to think about setting and revising her goals to accommodate her physical illness.

To begin with, Sarah started to take Janet through the 'Goal Setting Recovery Workbook'. This was really helpful, as going through the 'Three Rules of Goal Setting' helped Janet to think about how to set her goals. Once she appreciated this, Janet then started to think about how to set each of her three short term goals using S.M.A.R.T.. She did this by going through **Worksheet A** for each of her goals separately.

Janet started to think about what short term goals she would like to set herself. Considering her diabetes, and on the basis of the discussion she had with Peter, she decided that the best short term goals she could set herself would all be related to taking better care of herself. Therefore, she decided to set herself the following three short term three goals – *To get fitter, To lose weight, To tell my friends about my diabetes.*

With Sarah's support she then used **Worksheet A** to ensure that each goal was S.M.A.R.T.. She found this really helpful as she noticed how her original goals not only became much clearer and more explicit, but also more manageable and they appeared much less overwhelming.



Setting Janet's S.M.A.R.T. Goals

Worksheet A

Setting S.M.A.R.T. Goals		
Write your original goal here:		
<i>To be fitter.</i>		
Use this space to write and then refine your goals according to S.M.A.R.T.		
Specific	Now ensure your goal is as specific as possible. Ensure it includes dates, times, resources, etc. that you will need to achieve it.	To be fitter. Next week become fitter by walking more to work
	Now you need to ensure the goal is capable of being measured. If not, think about rephrasing so you can measure it.	Next week become fitter by walking more to work. Walk to work for at least 30 minutes every day by the end of next month.
Achievable	Is your goal achievable, and if short term, is it possible to be achieved in the next couple of weeks? If not, think about breaking it down.	walk to work for at least 30 minutes every day by the end of next month. Walk to work for at least 10 minutes on three days next week.
	It is best to ensure that your goal is relevant to your life now. Will achieving the goal make a difference to you now? If not, try to adapt it so it is.	Walk to work for at least 10 minutes on three days next week.
Time Specific	Try to set a time by which you want to achieve your goal. If short term this may be within the next week or two. If not, then go back to 'achievable' again and think about how to adapt it to make it so.	Walk to work for at least 10 minutes on three days next week.

Once Janet had made each of her three goals S.M.A.R.T., she then transferred each one onto **Worksheet B**. With respect to her goal *'walk to work for at least 10 minutes on three days next week'* Janet was reasonably confident that she could achieve this goal, but as she had done so little for so long felt it better to set a goal she was confident was **achievable**. However on the first day of doing this goal she realised that finding even 10 minutes on three days during the week was more difficult than she anticipated. However, she discussed this through with her partner, who suggested that a good idea may be to park the car 10 minutes from work and to find the time that way. She therefore revised her goal again as written at the top of **Worksheet B** to include this new information. The solution worked really well and Janet was able to achieve her goal for the rest of that week and during the following week.

At her next appointment with Sarah, Janet discussed her progress on her goals. Whilst she had achieved two of her goals – *'Park the car 10 minutes from work and walk to work on three days next week'* and *'Discuss my diabetes with Helen and Rashmi'*, she was still struggling to achieve her third goal *'To lose half a kilogram by next week'*. Sarah highlighted how it was great that Janet has already met two of her goals, and it was fine that she was still working on her third goal.

Given that Janet had achieved two of her goals, Sarah discussed the possibility of setting new goals to work towards. Janet was keen to keep her goal related to walking, but was keen to increase this to get even fitter. She used the S.M.A.R.T. **Worksheet A** again and revised this goal upwards to *'Park the car 15 minutes from work and walk to work every day next week'*. They also discussed developing a new goal to replace the one about discussing her diabetes with her friends. After some thought she decided she would like to set a longer term goal. As she was now feeling better again, and more on top of her diabetes, it might be a good time to think about getting promoted at work. She therefore set herself a medium term goal of *'To get promoted to team leader by the end of next year'* work towards.

During the next few weeks Janet went from strength to strength. Sarah continued to help her revise her goals and each week Janet continued to meet them. By the end of treatment Janet was far better in control of her diabetes, was looking after herself much better, and was now working towards her medium and long term goals.



Part 4

Worksheet B: Setting Your Goals

Write your goal here:

~~write to work for at least 10 minutes on three days next week.~~

Park the car 10 minutes from work and walk to work on three days next week.

Today's date: 17th April, 2012

Comments

I can do this now (circle a number):

0

1

2

3

4

5

6

Not at all

Occasionally

Often

Anytime

Since being diagnosed I have done so little that I am really unfit. Will be good to see if I can do this.

Review 1: I can do this now (circle a number):

0

1

2

3

4

5

6

Not at all

Occasionally

Often

Anytime

I was surprised how easy this was in terms of doing it. However I struggled to find the time on the first day, but worked this out now.

Review 2: I can do this now (circle a number):

0

1

2

3

4

5

6

Not at all

Occasionally

Often

Anytime

This was no problem, I simply park my car further from work and walk.

Review 3: I can do this now (circle a number):

0

1

2

3

4

5

6

Not at all

Occasionally

Often

Anytime

Review 4: I can do this now (circle a number):

0

1

2

3

4

5

6

Not at all

Occasionally

Often

Anytime

Goal Review

Setting S.M.A.R.T. Goals

Worksheet A

Setting S.M.A.R.T. Goals		
Write your original goal here:		
		Use this space to write and then refine your goals according to S.M.A.R.T.
S pecific	Now ensure your goal is as specific as possible. Ensure it includes dates, times, resources, etc. that you will need to achieve it.	
	Now you need to ensure the goal is capable of being measured. If not, think about rephrasing so you can measure it.	
	Is your goal achievable, and if short term, is it possible to be achieved in the next couple of weeks? If not, think about breaking it down.	
	It is best to ensure that your goal is relevant to your life now. Will achieving the goal make a difference to you now? If not, try to adapt it so it is.	
	Try to set a time by which you want to achieve your goal. If short term this may be within the next week or two. If not, then go back to 'achievable' again and think about how to adapt it to make it so.	
M easurable		
A chievable		
R elevant		
T ime Specific		



University of Exeter
Washington Singer Building
Perry Road
Exeter EX4 4QG
United Kingdom

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