

**LNSK 306 Final Project**

**Due Date: May 28**

Your final project will consist of identifying a strategy (or strategies) and developing a plan to assist you in accomplishing a short-term goal listed in the Self-Coaching packet you worked on earlier this semester. Although there are only a few weeks left in the term, there is still time left to develop a plan and work on completing a small scale project. You will present a summary of your experience during the last week of class. The following information needs to be included:

\_\_\_\_ **Goal Statement**. You will develop your goal statement by looking at your short-term goals on page 9 of the Coaching Goals Worksheet and/or in the **Narrowing Statements** section on page 4 of the Self-Coaching handout from class. It needs to be specific and concrete. We will work on these together in class.

\_\_\_\_ **A written description of the strategy and its application.** Do some research or select a strategy we have done in class. Respond to the following questions in your description of the strategy:

* How will using this strategy help me accomplish my goal?
* What is my system for being accountable? (e.g. checking in with a friend, family member, teacher, classmate)
* What will I need to change in my environment to help keep me on track?
* What visual/auditory cues will I use to keep me focused? (e.g. post-its, phone alarms, timers)
* What is my reward for accomplishing my goal?

\_\_\_\_ **Project Organizer Table.** This is a valuable tool. Use the table as it is or modify it to meet your needs. List the different steps in your plan. **Pay close attention to how much time you estimate for each step and how long it actually takes to get done.** This will give you useful information you can apply to other tasks in the future.

**Project Organizer Table**

Goal: \_\_\_retirement appt\_\_\_\_\_\_\_\_\_

Due Date: \_\_\_5/26/14\_\_\_\_\_\_\_\_\_\_\_ Final Reward: \_\_\_\_Happy Feet appt\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- | --- | --- |
| ***Steps to Complete Major Project*** | ***Date to Begin this Step*** | ***Estimated Amount of Time Needed for This Step*** | ***Actual Amount of Time Needed for This Step*** | ***Notes (about progress, needed info. or things to do, problems, adjustments to be made)*** | ***Target Deadline for This Step*** | ***Mini-Reward*** |
| Locate contact info | 5/4 | 10 min | 5 min | Also did DB since I was on website (took 20 min)  466-5755 | 5/4 | Make cards |
| Locate & compile paperwork | 5/4 | 1 hr |  | 403(b) papers  STRS statement | 5/10 | Watch movie |
| Set up appt | 5/5 | 5 min |  |  | 5/5 | coffee |
| Fill out & submit 403(b) form | 5/7 | 20 min |  |  | 5/12 | iPad games  30 min |
| Go to appt | TBA | 2-3 hrs |  | Santa Cruz  Print directions | 6/20 | Foot massage |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

LNSK 306 Kathleen Rozman

ADD Strategies 5/5/2014

**Final Project**

**Goal Statement**

My goal is to set up and go to an appointment with the STRS retirement counselor. In order to do this I also need to locate and organize the pertinent paperwork. I also need to update my 403(b) and death benefit paperwork before the appointment.

**Strategy Description**

I am using a couple of strategies to help me complete this goal. First, I am using the project organizer table to help me break down the goal into its smaller steps. This will help me to see my progress and keep me motivated. It will also help me to not feel so overwhelmed about the task. I am giving myself mini-rewards after I accomplish each step. I have put the table in my calendar so I can see it every day and I have also written down the steps I need to do in my monthly calendar. I am also using my daily affirmations to help me have a more positive attitude.

One of the observations I made yesterday was that once I got on the retirement website to locate the contact information, I decided to take care of another item even though it wasn’t part of this goal. However, it was something I’ve also been procrastinating on and it will make my appointment with the counselor more productive. This was like an additional bonus and I felt really good about doing it.

It is critical that I be accountable to someone so I have asked a friend to assist me in completing my goal. I have made a copy of the project organizer table and have made a commitment to call or e-mail her once I have completed each step. Once I am done with the appointment, we are both going to get a foot massage at Happy Feet.