

Example tasks from the Planning module

3.2 If-then plans - pursuing goals and implementing plans

In this module, you have already learnt how to set SMART goals and that it is helpful to break down larger, overarching goals into clearer sub-goals. However, sometimes this is not enough to realise the goals in everyday life. Then it is important to think more carefully about how the set goal can be achieved. A helpful strategy for this are If-then plans.

Think about different ways to realise your goal: What can you do to achieve the goal?

In which specific situation can you do this?

1. what can I do? ->

In which situation? ->

2. what can I do? ->

In which situation? ->

3. what can I do? ->

In which situation? ->

4. what can I do? ->

In which situation? ->

These considerations make it easy to derive if-then plans. With if-then plans behaviour (What can I do?) is linked to a specific situation (In which situation?): "If situation X occurs, then I will show the targeted behaviour Y".

Choose which of the formulated options you want to implement in order to achieve your goal.

Then try it yourself and formulate an if-then plan for your goal.

If _____,

then _____.

5. Identifying and overcoming obstacles - WOOP method

In this module, you have already learnt about various aspects of goal setting. You can already say very precisely what you want to achieve and have perhaps already noted down suitable sub-steps.

Unfortunately, however, not everything in life always goes according to plan, which can be frustrating and lead to goals being completely abandoned. This is why it is important to realise in advance possible obstacles and challenges that could stand in the way of your goal and to consider suitable coping strategies. The scientist Gabriele Oettingen has developed the WOOP method for this purpose. The acronym stands for:

Wish: Choose one of your SMART goals that is meaningful and challenging but realistic for you. Think about the goal and summarise it in a few words.

Outcome: Think of the best possible and most beautiful result associated with the realisation of the goal. Imagine it as vividly and as possible and summarise it in a few words.

Obstacle: Think of the most important internal obstacle that stands in the way of realising the goal. This could be an emotion, a bad habit or an irrational belief, for example. Imagine it as vividly and thoroughly as possible and summarise it in a few words. Check again whether the obstacle lies within yourself and whether it is really the most important internal obstacle or rather an excuse.

Plan: Think of an effective behaviour or a helpful thought to overcome the obstacle. Formulate an if-then plan that links the occurrence of the internal obstacle to a specified action or thought: "If (obstacle), then (behaviour to overcome obstacle)." Go through your if-then plan again in your mind.

Choose a SMART goal that is currently important to you and make notes on the 4 steps according to the WOOP method.

Wish:

Outcome:

Obstacle:

Plan:

Wish: What goal would you like to achieve?

Best Outcome: What would be the best possible outcome if you achieve your goal?

Obstacle: What internal obstacles are in the way?

If-Then Plan: What can you do to overcome this obstacle?

Example tasks from the Monitoring module

1. Steps of self-observation

Self-observation means comparing the current actual state or current behaviour with the plans that have been made. If there is a discrepancy between actual and target behaviour, the action can be regulated and adapted accordingly in the next step.

It has been shown that behaviour can change in the desired direction through continuous self-observation alone. If we set ourselves a goal and want to change something, it can therefore be helpful to consciously pay attention to what we want to change. Self-observation not only allows us to gather information about ourselves and our work processes, but also helps us to better understand our own behaviour and evaluate whether the strategies we are using are effective.

The following steps should be followed for effective self-observation:

1. identify the goal (specific behaviours, thoughts, feelings) to be observed and formulate it in such a way that it can be measured.
2. develop a rating scale on which the goal can be accurately measured. (How can I determine that I am getting closer to my goal?)
3. determine recording procedures, i.e. what information is collected, when, how often and in what way. (What reminders can I include?)

Now it's your turn. Practise the steps using an example from your everyday working life. Think about what you want to observe, when and how.

1. goal:
2. rating scale:
3. recording procedure:

4. Self-observation in the area of self-care

In order to stay healthy in the face of the demands of everyday life, it is necessary to deal appropriately with stress and negative emotions such as anger, frustration or sadness. It is also important to assess your own resources well, recognise your limits and take good care of yourself. This allows you to react flexibly and proactively to difficult or stressful situations and life events.

Self-care includes situations in which you counteract stress and strain through your own actions and favourable thoughts in a preventative and regenerative way. This can mean, for example, consciously taking time for things that are good for you, such as hobbies, regular sport or relaxation. But it also means encouraging positive thoughts and being kind to yourself.

To be self-caring, it helps to be aware of your own limits and to interpret your body's signals correctly.

Recognise your own limits:

How do you recognise that you are physically or mentally exhausted? Take time to collect indicators that you are beginning to feel exhausted or overworked. Think about how exhaustion expresses itself physically and mentally (e.g. neck tension, headaches, urge to smoke a cigarette, bad mood or irritability, difficulty concentrating, ...).

Physical signals (e.g. tension, nail biting, sleep problems):

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-
-

Mental signals (Thoughts/feelings: "I can't do this" or a feeling of irritability):

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-

Behavioural patterns (e.g. social withdrawal or increased arguments):

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Example tasks of the Reflection module

1. Self-reflection questions

At the end of a (sub) task or process, you reflect on your results in order to draw conclusions for subsequent processes. This reflection can take place from different perspectives. On the one hand, you can make a comparison between the desired target status and the current actual status. However, reflection can also be based on emotional characteristics. You have probably already noticed that you were particularly proud of yourself after a success or you may have experienced negative feelings after a failure. You can also use subjective assessments such as satisfaction to reflect on your actions in the process. It is important to note that there is no one right way to reflect; we always need several perspectives.

After a complex task or work process, the implementation and result can be reflected on with various questions that help to draw conclusions for future tasks and processes. For reflection, you can use criteria as a guide, but also consider your own feelings and emotions: for example, check how satisfied or dissatisfied you are with the result.

Look at one aspect of your work or everyday life and ask yourself the following questions:

- How do I feel about the result? How do I feel?
- How satisfied am I with the process/result? And why?
- Compared to what I set out to do: What have I achieved, what haven't I achieved yet?
- What went well/better than expected? And why?
- What would I like to change/try out next time so that things go (even) better?

2. Attribution of success and failure

2.1 Attribution of success

Think of a recently completed task that you have realised to your satisfaction. Now make a note of the various causes of success in a table and think about which of them were or will be under your control and which are not. Also indicate how much influence (in per cent) these causes had on the outcome.

(Co-)cause for my success:	Controllability: yes/no?	Influence on the result in %
-	-	-
-	-	-
-	-	-
-	-	-

In order to achieve constructive change, you should focus on the things that you can actually influence AND that have a major impact on the result. Have you already noted down a few influential and controllable causes? Great! Perhaps you can find more?

Have you mainly noted causes that are beyond your control? Think again carefully about where you can influence the result. Because if we have the impression that we can do little or nothing to change the outcome of our actions, we are less motivated and less able to act. Therefore, always make yourself aware of your opportunities to exert influence.

At the same time, it is also important to recognise your own limits. Working doggedly on something over which we have little influence is often a waste of time and energy. Therefore, practise acceptance of your limits and invest your resources in changeable factors.