

Questions to Ask Yourself When You Are Setting Goals

1. What is my long-term goal ?
2. What is my short term goal ?
3. What is the smallest task I can break my goal into and still feel challenged ?
4. What will I need for equipment, help, time and support to accomplish this goal ?
5. What are the obstacles that could get in the way of my accomplishing these tasks ?
6. What can I do to prevent these obstacles from interfering with my success ?
7. How will I know when I have reached my goal ?
8. How do I define success ?
9. Am I willing to make the effort ?

How to Practice Effectively

1. Self-structure opportunities. You are in control
2. Write out your plan. What is your goal for today?
3. Take your list of coping skills with you (carry along cards)
4. Break your goal into small pieces. Small steps get you to the same place
5. Deal with body symptoms right away- don't let them build
6. Practice frequently and regularly
7. Accept some anxiety this is normal. could it be excitement?
8. Accept that some days are more of a struggle than others
9. Beware of perfectionism

Weekly Practice Record

Goals for Week

Date: _____

- 1.
- 2.
- 3.

| | Mon. | Tues. | Wed. | Thurs. | Fri. | Sat. | Sun. |
|---|------|-------|------|--------|------|------|------|
| Used deep breathing technique (6-7) | | | | | | | |
| Used deep relaxation technique* (6-7) | | | | | | | |
| Did one-half hour vigorous exercise (4-7) | | | | | | | |
| Used coping techniques to manage panic ** | | | | | | | |
| Practiced countering negative self-talk (5-7) | | | | | | | |
| Used affirmations to counter mistaken beliefs (5-7) | | | | | | | |
| Practiced imagery desensitization (3-5) | | | | | | | |
| Practiced real-life desensitization (3-5) | | | | | | | |
| Identified/expressed feelings ** | | | | | | | |
| Practiced assertive communication with significant other ** | | | | | | | |
| Practiced assertive communication to avoid manipulation ** | | | | | | | |
| Self-esteem: worked on improving body image ** | | | | | | | |
| Self-esteem: took steps toward achieving goals ** | | | | | | | |
| Self-esteem: worked on countering inner critic ** | | | | | | | |
| Self-esteem: worked on nurturing inner child ** | | | | | | | |
| Nutrition: eliminated caffeine/sugar/stimulants (7) | | | | | | | |
| Nutrition: ate only whole, unprocessed foods (5-7) | | | | | | | |
| Nutrition: used anti-stress supplements (5-7) | | | | | | | |
| Medication: used appropriate medications as prescribed by doctor (7) | | | | | | | |
| Meaning: worked on discovering/realizing life purpose ** | | | | | | | |
| Spirituality: utilized spiritual beliefs and practices to reduce anxiety ** | | | | | | | |
| | | | | | | | |
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| | | | | | | | |

Estimated percent recovery (1%-100%): _____

*e.g., progressive muscle relaxation, visualization, or meditation

**Recommended frequency varies depending on focus

Hierarchy for _____
 (specify phobia)

Instructions: Start with a relatively easy or mild instance of facing your phobia. Develop at least eight steps which involve progressively more challenging exposures. The final step should be your goal or even a step beyond what you've designated as your goal.

| <i>Step</i> | <i>Scene</i> |
|-------------|--------------|
| 1. | _____ |
| 2. | _____ |
| 3. | _____ |
| 4. | _____ |
| 5. | _____ |
| 6. | _____ |
| 7. | _____ |
| 8. | _____ |
| 9. | _____ |
| 10. | _____ |
| 11. | _____ |
| 12. | _____ |
| 13. | _____ |
| 14. | _____ |
| 15. | _____ |
| 16. | _____ |
| 17. | _____ |
| 18. | _____ |
| 19. | _____ |
| 20. | _____ |

Note: Make copies of this sheet and use one copy for each of your phobias.

