

My Goals and Achievements

**A Workbook for Children
and Young People**

COMMUNITY
LIVING
AUSTRALIA





My Goals and Achievements Workbook

This workbook belongs to:

Date completed:

**People who assisted in
completing this workbook:**

Welcome,

to your Community Living Australia Goals and Achievements Workbook.

About Community Living Australia

Community Living Australia is your local disability service provider. Our focus is on supporting people to accomplish their goals in life and realise their dreams. We do this by helping people learn about and experience the world around them. We support them to develop skills for independent living, decision making and building positive relationships at home and in the community.

It is important to us to share our knowledge, listen and design your child's support with you and your child to match what is important to them, their preferences, interests and what they want to achieve both now and in the future.

What is this workbook for?

This workbook is designed to put the person and their family at the centre of decisions about their life. Each person supported by a family member can describe how best we can provide their support through activities that help the person work towards their goals.

The Workbook also enables each person or a family member to record the activities as they participate as well as record progress and achievements.

The workbook will help do these things:

- Tell us the important things the person and their family want us to know about them
- Record the person's goals and the assistance you and they would like
- Tell us about the person's support needs and priorities at the individual service planning meeting with us
- Plan with us the steps and schedule of support required
- Keep a record of key activities, progress and any difficulties or barriers that arise along the way
- Highlight the person's achievements with words, pictures and photographs.

NDIS Plans and Outcomes

NDIS Plans and funding allocations enable people to purchase support from disability service providers to help them achieve their goals and where additional support is required due to their disability.

For children and young people the NDIS focusses on the following outcome areas:

- Health and Wellbeing
- Daily Life
- Independent skills development and learning
- Social and community participation
- Improved relationships
- Making choices and decisions for ones' self
- Pathways to further education and work for school leavers.

Individual Support Plans with Community Living Australia

We assist people to break down their NDIS Plan goals into achievable outcomes and steps that can be achieved within the timeframe of the plan. We also help people plan the best way to provide support and the schedule of support ie. when, where, who and how.

This is done with the person and their family at an individual support planning meeting and recorded in the persons' Individual Support Plan (ISP). The person or their family will receive a folder where you can keep a copy of the ISP, any more detailed goal support plans, schedules and charts and your workbook where you can also record activities, progress and achievements including photographs and pictures.

About Goals and Outcomes

“Goals” is not always the language used by you or your family in everyday life but we all have goals and strive to achieve these. It is through goals that we define a pathway towards what we want to achieve in life, the steps we will take and how we will track progress along the way.



What is a goal?

Goals are something all of us have in everyday life.

A goal is a direction or end point we want to reach.

A goal is something a person wants to achieve.

Goals can be about the things someone wants to change, to do more of, improve on or new things someone wants to try.

A goal can also be about something a person wants to stop doing or stop happening in their life.



Why have goals?

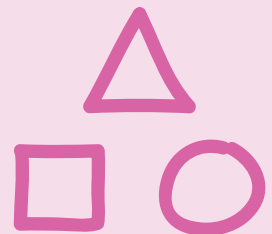
A goal is an expression of how a person wants their life to be now and in the future.

Goals can help someone map a pathway towards what they want to achieve.

Goals can help keep people safe, healthy and happy.

Goals can help someone overcome barriers or the impact of their disability so they can have an ordinary life.

Information, assistance and resources from Community Living Australia can help you and your child to plan and achieve outcomes.



Aspirations, Goals and Outcomes

There is often confusion between aspirations, goals and outcomes.

Aspirations are what we want to achieve or how we want our life to be in the long term.

Goals can be about what we want now or in the future.

Outcomes describe the specific things or result we want to achieve in a specified period of time, for example, by the end of this NDIS Plan.

Example



Gemma is a teenager who lives with her family. She and her family want her to be able to live independently and have lots of friends when she grows up – this is her aspirational goal.

What Gemma wants now is to make some new friends and her family want her to learn independent living skills to help around the home and be more self-sufficient with shopping and be safe in the community when she goes out alone.

For the next 6 months Gemma and her family agree to work on the following goal outcomes:

For skills to help at home:

- To learn how to cook two easy recipes each month
- To learn to do her own washing and ironing by the end of term

For shopping and money handling

- To plan how to spend her pocket money each week and use money confidently when she goes out shopping by the end of term
- To choose and pay for a new dress for her graduation at the end of the school year

Making new friends through a new interest or opportunity:

- Gemma will take photography lessons this term and join a photography group who have regular outings to take pictures and share them on social media
- Gemma will learn about how to use social media sites and cybersafety at a Saturday class for teens and young adults

Being safe in the community:

- To learn more about risks and how to keep safe by attending a group session
- To have a mobile phone and learn how to call her family and police if in a risky situation

Gemma and her family set out the outcomes and activities in an individual support plan and worked out a schedule of support for that term and matched Gemma with a young support worker who mentored her and guided her learning.

They kept photos and a record of her progress in her workbook. Gemma completed the program of activities as planned and achieved all of her goal outcomes and has now set some new learning outcomes to work towards for the next term.

Thinking About Goals

Goals can be about *anything*:



It is up to you what you want to change.

Goals can also be about:

- New things you want to try
- Things you want to get better at
- Things you want to change about your life
- Things you want to be able to do in the future.

Your disability can affect your ability to achieve your goals. This is where Community Living Australia can assist by providing additional support. We can meet with you and your family to help you work out the outcomes you want to work towards.

Your Individual Support Plan for disability services outlines the assistance able to be provided to support you to achieve outcomes in these areas:

- **Health & wellbeing**
- **Assistance with Daily Life**
- **Independent Skills Development and Learning**
- **Social & Community Participation**
- **Improved Relationships**
- **Specialist Supports**
- **Having more Choice & Control in your life.**

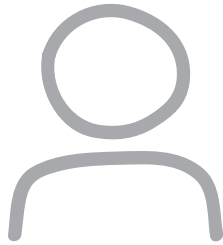
Outcomes in one area may also assist you with progress in other areas.

For example, assistance with skills development and decision making can also help you be more independent in the community and be able to make new friends.

Assistance through specialist supports or therapy services can help you overcome the impact of the disability and other barriers that are stopping you from achieving your goals, for example, mobility, communication, behaviours of concern or heightened anxiety. This will enable you to progress towards achieving your goals and aspirations for a good life through improving relationships, supporting health and wellbeing, personal skills development and enabling increased social and community participation.

Getting Started

Think about the things that are important for you now and for the future, what interests you have, what things you want to learn and what might be a good step towards achieving what you want in the future.



[Insert Photo Of You Here]

What is important to me:

My hobbies and interests:

What skills and abilities I have:

What other strengths I bring:

My Story – The things I would like the people who support me to know about me:

My Future – Life goals, new things I'd like to do and learn about, my hopes and fears:

How I want to be supported:

Outcomes I Want to Achieve

Priorities

The 2 or 3 most important things for you that will help you move towards your goals for the future, try new things or what you want to change in your life?

What will success look like?

Describe in a few words or a picture what success will look like for you.

Barriers

What might stop you? What might help overcome the barriers?

Achieving My Goals

When filling out the areas below, remember to ask:

- ‘What’ What kind of assistance will I need?
- ‘When’ When will I need assistance?
- ‘Where’ Where will need assistance?
- ‘How’ How will I need assistance?

Activities & Learning	The Assistance I Need
Health & Wellbeing	
Communication	
Safety	
Accessing the community and making friends	
Leisure and Recreation	
Learning New Skills	
Emotions or Behaviour	
Other	

My Support Worker

A good match between a person and their support worker or mentor can make a real difference to the quality of the service and to people's quality of life.

Things you can consider when thinking about your ideal support person:

- What kind of personality characteristics would allow you to enjoy spending time with your support person?
- Would you like to have shared interests?
- What type of skills would you like your support person to have?
- Would you prefer a male or female support worker?

Male or Female?	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> No Preference
Support Needed	
Support Wanted	
Skills	
Personality Characteristics	
Shared Interests	

My Goals and Outcomes for This Year

Congratulations! You and/or your family have now mapped out:

- What you want to achieve in working towards your goals this year.
- Steps to achieve your goals that align with your NDIS Goals.
- The assistance you will need to achieve your goals.

You are prepared for your service planning meeting. Don't be concerned if you and your family have not been able to complete all the sections. These areas can be explored further with you at your service planning meeting.

Bring this workbook with you to your service planning meeting.

The following information will be clarified at your planning meeting:

My NDIS Goals	
Goal 1	
Goal 2	
Goal 3	
Goal 4	

**Steps towards
my NDIS Goals**

**My Goal
Outcomes**
(ie. what success
will look like)

**How my progress
and achievements
will be measured**

My Activity Timetable

Use this table to plan your activities.

Day	Important Support Aspects	Things to Highlight
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

My Activities, Progress and Achievements

Use the table below to keep a record of key activities, progress and key difficulties or barriers that arise along the way.

Month	My Activities	My Achievements	Barriers
January			
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			

Photos I would like to share

Paste some images below to show evidence of your achievements

A large, empty rectangular box with a light pink border, intended for pasting images to show evidence of achievements.



A large, empty rectangular box with a light gray border, intended for writing or drawing.

Preparing for my Plan Review

Goals I have been working on with Community Living Australia:

NDIS Goals			
Goal 1	Attainment	<input type="checkbox"/> Fully	<input type="checkbox"/> Partially <input type="checkbox"/> Not Achieved
	Continue Goal	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Achievements		
What got in the way (for goals not achieved)			
Goal 2	Attainment	<input type="checkbox"/> Fully	<input type="checkbox"/> Partially <input type="checkbox"/> Not Achieved
	Continue Goal	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Achievements		
What got in the way (for goals not achieved)			
Goal 3	Attainment	<input type="checkbox"/> Fully	<input type="checkbox"/> Partially <input type="checkbox"/> Not Achieved
	Continue Goal	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Achievements		
What got in the way (for goals not achieved)			
Goal 4	Attainment	<input type="checkbox"/> Fully	<input type="checkbox"/> Partially <input type="checkbox"/> Not Achieved
	Continue Goal	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Achievements		
What got in the way (for goals not achieved)			

**Goals I would like
to keep**

**New Goals I would
like to work towards**

**Additional evidence
and comments**

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