PEARLS OF WISDOM

Planning: Questions to get started

Questions are useful as a kick-start to planning and help to focus on what is important. Before you start getting down to the nitty gritty parts of a person's life you need to first think about the person themselves.
You can use a "big picture" plan like this to help negotiate the supports and services you need when you plan with your Host Provider or the Department.

Here is a suggested guide:

1. *The Person: Who is this plan for?*

- their gifts and talents
- the roles and relationships they have in their life: family, work, community etc
- the things they are interested in
- the challenges they face

2. *Their life: What is happening in the person's life now?*

- where they live and work
- things they do in their spare time
- people they spend time with
- the responsibilities they have in their life

3. *Their vision: What does the person hope for in life?*

- What is the vision for their life, now and in the future?
- Think about everything that adds to the quality of a person's life – how they are connected to other people, where they live, how they make decisions.

4. *Goals: What are some of the practical goals that can help make this vision a reality?*

- Think about what could be happen in all areas of a person's life (home, work, leisure time, relationships, health matters etc).
- Set priorities – what goals are most important or easy to work on first?
- Think SMART about the goals you set. Goals should be
    - Specific
    - Manageable
    - Achievable
    - Realistic
    - Time-framed

5. *Actions: What are some of the short, medium and long term things that need to happen to make the goals a reality?*

- Break these down into simple, achievable steps: what needs to happen? Who will do it? When will they do it?

6. *Follow up: How can you make sure that the plan will actually happen?*

- Who will be responsible for these actions: phone calls, contacting people etc?
- Who will follow up to see what has happened to the plans?