

GOAL SETTING PLAN

GOAL: I am a university lecturer & my goal is to be able to speak comfortably, confidently, & clearly in front of university students for a 2 hr class

Today's date: 12th June 2006

Goal completion date: Dec 20
2006

Objective (What needs to be done)	Resources needed (money/time/people)	Measurement of task completion	Target date	Status
Attend a public speaking course	\$200 for a weekend course	Attend course	Sept 2006	✓
Read 2 books on public speaking	\$50 for 2 books	Read books & make notes	July 2006	✓
Join Toastmasters & practice	\$70 yearly membership 3 hrs free along fortnight	Attend Toastmasters tutorials	Now	✓
Take opportunities at university for public speaking	Continue lectures schedule	Maintain 6hrs/week lecturing	Now	✓
Rate confidence of each task	Download weekly goal setting sheet	Self evaluation /10	Now	✓

Possible difficulties: Nervousness of public speaking, time commitments to attend course & read readings.