

## 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: 12<sup>th</sup> June 2006

Goal completion date: Dec 20  
2006

| Objective<br>(What needs to be done)                 | Resources needed<br>(money/time/people)              | Measurement of<br>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<br>3 hrs free along fortnight | Attend Toastmasters<br>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<br>/10            | Now         | ✓      |
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|  |  |                                   |             |        |

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