

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