

Backwards Planning

Plan with results in mind - Engage in Backwards planning

Start with the end in mind

After creating your SMART goal, you can use this method to come up with the process to get there.

Break the overall goal down into smaller parts, for example, when creating a presentation:

- Choose topic
- Develop thesis statement/hypothesis
- Develop main points
- Develop Introduction/Conclusion
- Define visual aids
- Practice
- Give presentation - The Goal

Ask what needs to happen to achieve the goal

Assign dates to complete each milestone/task/step

Identify all important dates related to completing the overall goal

What do you need to do to complete each step successfully?

Consider the steps to complete each smaller milestone/task/step

Consider distractions and obstacles

- Write down your goals
- If goals are too easy to achieve, increase difficulty
- Learn from mistakes as they occur

Put your strategy into action - but revise and flex according to changes