

NOTE: Please print this worksheet out in advance of Tools and Methods session on 6/30/21.

EXERCISE: Personal Improvement Worksheet

Example:

“In 30 days, I will be getting eight or more hours of sleep each night.”

“I would like to be able to run a 5K in less than half an hour by Christmas.”

“By April 30, I will have 100% of my daughter’s closet reorganized.”

“By next week, I will decrease my intake of Pepsi to one per day.”

1. AIM: What are your aims?

Develop your aim(s) with a general aim statement and specific goals. Please make sure that your aim(s) are consistent with your goals.

2. MEASURES: What measures will you track?

Given the above aim(s), what measures will you use to track progress? List the key process and outcome measures that are pertinent to all the goals in your aim.

3. CHANGES: Given your aim(s) and what you have learned, what changes will you focus on to reach your aims in the next 3 weeks?

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Worksheet For Testing Change

Aim: (Overall goal you would like to reach)

Every goal will require multiple smaller tests of change

Describe your first (or next) test of change	Person Responsible	When to be done	Where to be done

Plan

List the tasks needed to set up this test of change	Person Responsible	When to be done	Where to be done
1-			
2-			
3-			
4-			

Predict what will happen when the test is carried out	Measures to determine if prediction succeeds
1-	1-
2-	2-
3-	3-
4-	4-

Do - Describe what actually happened when you ran the test.

Study - Describe the measured results and how they compared to the predictions.

Act - Describe what modifications to the plan will be made for the next cycle from what you learned.