

# Personal goal setting



## Overview of the activity

The ABC-method states that a goal should be **a**chievable, **b**elievable, and the person should be **c**ommitted. This technique is useful for priority setting, it is simple and effective and makes you efficient.

## Learning goal

Participants will:

- Prioritize tasks.
- Reflect consequences of finishing & not-finishing specific tasks.
- Analyse importance of tasks.
- Start the most important task instead of procrastinating.

## Target group

**Age range:** 16-25

**Group size:** individual or from 2 to 10 participants

## Duration

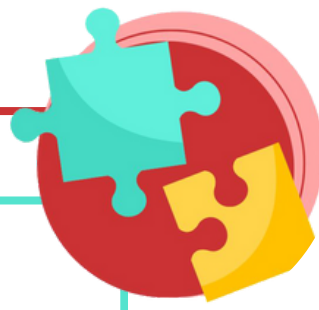
15-30 minutes

## Format

- ☒ In-person      ☒ Adaptable to digital format
- ☐ Included in learning platform

## Materials

- A4 paper or devices with an internet connection
  - Three colours of sticky notes for tasks 'A', 'B' and 'C'
  - Pens
- ☒ Included in this activity:  
"Personal goal setting" worksheet



### How to implement

**Step 1:** write down all your tasks you can think of. Consider your goals and what steps have to be reached to get there.

**Step 2:** determine your top priorities. Tasks that are very important and have to be done, because otherwise there would be serious consequences – these are your “A” tasks. If you have more than one “A” task, prioritize them in order of importance by naming them “A-1”; “A-2”; “A-3”, etc. Your task “A-1” is the biggest, most significant task.

**Step 3:** decide on secondary tasks. Tasks you should do, but only have mild consequences when not done, are the “B” tasks. Someone may be unhappy or inconvenienced if you do not do it, but it is nowhere as important as the “A” tasks. Never do a “B” task when there is an “A” task undone.

**Step 4:** your “C” tasks are things that would be nice to do, but for which there are no consequences. This could include phoning a friend or having lunch with coworkers.

**Step 5:** now you are completely organised and ready to get more important things done faster. Start on your “A-1”-task and use all your willpower to stay on it, until it is done.

**Step 6:** make a habit out of prioritisation.

### Tips for use

Try doing a goal-setting exercise first, in which participants define their goals and break them down into tasks, which can be listed and prioritised using this exercise.

### Tools & downloads

#### Tool

 *“Personal goal setting”  
worksheet*



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## LIST OF TASKS

### «A» - Tasks

IMPORTANT

1. ....
2. ....
3. ....
4. ....
5. ....
6. ....
7. ....

### «B» - Tasks

REMEMBER!

1. ....
2. ....
3. ....
4. ....
5. ....
6. ....
7. ....

### «C» - Tasks

LESS STRESS!

1. ....
2. ....
3. ....
4. ....
5. ....
6. ....
7. ....

