

Behavioral Experiment

Prediction

What is your prediction?
What do you expect will happen?
How would you know if it came true?

Rate how strongly you believe
this will happen (0-100%)

Experiment

What experiment could test this prediction? (where & when)
What safety behaviors will need to be dropped?
How would you know your prediction had come true?

Outcome

What happened?
Was your prediction accurate?

Learning

What did you learn?
How likely is it that your predictions will happen in the future?

Rate how strongly you agree
with your original prediction
now (0-100%)

Behavioral Experiment

Prediction

What is your prediction?
What do you expect will happen?
How would you know if it came true?

If I speak in public I will shake so much that people will notice and laugh at me

Rate how strongly you believe this will happen (0-100%)

90%

Experiment

What experiment could test this prediction? (where & when)
What safety behaviors will need to be dropped?
How would you know your prediction had come true?

*Speak up at the next meeting on Monday - I could present some of the data that I have been meaning to show.
Would need to gesture with my hands, and not hold on to the table
I could ask my friends if they noticed me shaking when I talk*

Outcome

What happened?
Was your prediction accurate?

*I was really nervous and was very aware of my hands
My friends said I spoke well and that they could not see me shake*

Learning

What did you learn?
How likely is it that your predictions will happen in the future?

Although I feel nervous when speaking it's not as obvious to other people

Rate how strongly you agree with your original prediction now (0-100%)

50%

behavioural activation fun & achievement

The symptoms of depression such as tiredness, lethargy, loss of interest, loss of motivation, loss of pleasure, and indecisiveness can lead to inactivity, and this often keeps the depression going or even make it worse.

Also, because of the lack of motivation, a depressed person might begin to neglect everyday tasks and responsibilities at work or at home, and the list begins to pile up. As such, when a depressed person thinks about the things they have to do, they might feel overwhelmed by the pile of things they have put off doing. This might result in them feeling guilty or thinking that they are ineffective or even, a failure. This will also worsen the depression.



Increasing Your Activity Level

One of the ways of overcoming depression is to increase your level of activity. There is a lot of evidence that shows that the more people do, and the more pleasant activities they get involved in, the better they feel. Becoming more active has a number of advantages:

Activity helps you to feel better. At the very least, when you start engaging in some kind of activity, it gives your mind something else to think about – a different focus. Doing things, even a little at a time, can help give you a sense that you are moving forward, taking control of your life again, and achieving something – experiencing a sense of MASTERY. You may even find PLEASURE and enjoyment in the activities you do.



Activity helps you to feel less tired. Usually, when you are physically tired, you need rest. However, when you are depressed, the opposite is true. Sleeping more and sitting around doing nothing will only cause you to feel more lethargic and tired. Also, doing nothing leaves room for your mind to ruminate on depressive thoughts, which will make you feel even more depressed.

Activity can help you think more clearly. Once you get started, you may find that you take a different perspective on particular problems in your life. Also, because your mind takes a different focus as a result of the activity, your thoughts may become clearer.

Fun & Achievement

It makes good sense to do fun and pleasurable things to make yourself feel better, but these are not the only sorts of activities that will help generate positive feelings. Being depressed isn't just about feeling sad – there are a lot of other feelings involved as well, such as hopelessness, guilt, and despair. So, it also makes sense to do things that result in other positive feelings, such as achievement and a sense of purpose. When you are planning things to do for yourself, it is important to remember to include a mixture of activities, adding those that have the potential to give you other positive feelings. An example of this is paying off money on your credit card, or doing the ironing. Doing these things can help you feel more in control of your life (e.g., paying off your debts) and give you satisfaction that

you have started doing something (e.g., catching up on household chores). Doing tasks that give you a sense of achievement or mastery will help you feel like you are starting to get back on top of things again. Some activities may combine the two. For example, making your bed may give you a sense of pleasure at having a neat, tidy bed, but it may also give you a sense of achievement at having done something to improve your home environment. This sense of achievement is just as important as getting pleasure out of something, and may indeed prompt you to do more.

Start Simple

Even though there are a number of advantages in increasing your activity level, it may not be easy to get started. Often, this is because when you are depressed, you think negative thoughts such as “I won't enjoy doing this,” or “It's too hard,” or “I'll probably fail at this too.” These thoughts may stop you from getting started. Often the big mistake people make is trying to do too much too soon.

When you are depressed, things that you usually don't even have to think about doing (when you are not depressed) can seem to require a huge amount of effort. The idea is to start with small easy steps and begin with things you can do. Think of it in terms of training for a sports event.

If you hadn't been doing any running for 6 months, would you try and run a marathon without doing any training? Of course not! You would go on a training programme that slowly builds up your fitness and endurance. Similarly, when you are depressed, it is unreasonable to expect yourself to be able to jump out of bed and clean the house before going out to meet a friend for a late lunch. If you set your goals too high, you might end up not doing them, become disappointed in yourself, and feel worse than ever. Instead, plan to do things that are achievable at your current level of functioning. Start with small steps and slowly build yourself up to the large tasks that seem unmanageable right now. For example, aim to get out of bed for 10 minutes, then slowly build up the amount of time you are out of bed for. Don't try to clean the whole kitchen – just aim to do the dishes. If this is too much, just stack all the dirty dishes in a pile. Aim to get one bench top clean, or just wash 5 plates. Any task can be broken down into smaller and smaller steps until you find something achievable.

Sometimes it is easier to aim to do a task for a set period of time rather than trying to achieve a set amount. Read a book for 5 minutes rather than reading a whole chapter. Say you will spend 10 minutes weeding the garden rather than aiming to weed a certain area. In this way, it will be easier for you to achieve your goal. In the beginning, the important thing is not what you do or how much you do, but simply the fact that you are DOING. Remember that action is the first step, not motivation, and you'll soon find yourself feeling better!



What Is Exposure Therapy?

Exposure therapy is the most effective psychological treatment for anxiety. Exposure means 'facing your fears' and is the opposite of avoidance. When we avoid something that we fear, the fear only gets stronger: by avoiding we don't get to learn anything about our ability to cope. If we confront our fears and learn that we can cope then we become more able to manage similar situations in the future. Exposure can be done to real situations or to imagined ones. In psychological terms exposure leads to the *extinction of a learned fear response*.

What is exposure used for?

Exposure is an effective treatment for any type of fear including:

- Phobias – fears of specific objects, events, or situations
- Post-traumatic stress disorder (PTSD) – fear associated with painful memories of traumatic events
- Panic attacks – fear of particular body sensations
- Obsessive compulsive disorder (OCD) – various fears, e.g. of being contaminated, of causing harm to others

How exposure works

One helpful way to think about how exposure works is to consider memories. A scary event creates a 'fear memory' linking the object, event, or situation with a feeling of fear. Reminders activate this fear memory and make you feel afraid. It is not possible to get rid of old memories, but it is possible to create helpful new ones which will outnumber the old ones. Exposure therapy creates new memories linking the feared object, event, or situation with feelings of control, safety, or achievement. With successful exposure, whenever you are reminded of the object, event, or situation your mind learns to recall a good memory and you feel ok.

Let's consider an example:

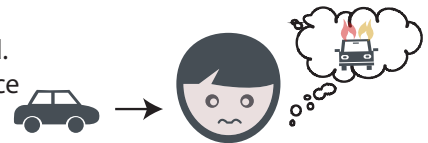
Step 1: Learning to be afraid of something

Bob is involved in a car crash. He feels very frightened at the time. A memory is created in Bob's mind which links cars with feeling afraid.



Step 2: The problem of fear

Reminders of the crash activate Bob's fear memory and make him feel afraid. His fear means that he avoids travelling in cars or on the road. This avoidance means that he doesn't get to learn how safe travelling by car normally is.



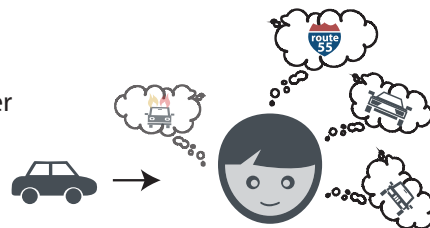
Step 3: Exposure therapy

As part of his treatment Bob is gradually exposed to cars in a variety of different situations. Nothing bad happens so he begins to feel safer around cars. He starts driving again.



Step 4: Anxiety is reduced

Exposure doesn't make the fear memory go away, it just creates new 'safe' memories. In potentially scary situations the old fear memory and the new safe memories 'compete' – whenever a reminder comes along Bob can be reminded of either the old fear memory or the new safe memory. The more exposure therapy he has done the more positive memories he will have to rely on and the more capable he will feel.



Graded exposure

Graded exposure is a gentler way of facing your fears. Fears are faced in order of increasing intensity, starting with something that is not too scary. Steps for graded exposure:

- Identify a ladder of increasingly fearful situations
- Starting with the easiest, confront that object, event, or situation and stay there until your fear reduces
- Don't move up the ladder until you feel comfortable at each step



It's natural to want to avoid things that you fear. The purpose of fear is to alert us to when we're in danger and need to do something to protect ourselves. However, when our fear response is going off at the wrong time (when there is no danger or very little danger), the fear response itself becomes a problem. In this type of situation, avoidance leads to worsening anxiety, and prevents you from learning that the things you fear are not as dangerous as you think.

An important step in managing anxiety involves facing feared situations, places or objects, so that you can learn through experience that these situations are not as dangerous as your body thinks. The process of facing fears is called **exposure**. Exposure involves gradually and repeatedly putting yourself in feared situations until your fear level drops. Exposure is not dangerous to your health. After repeated exposures to a situation, your anxiety will naturally lessen.

It's important to start with small goals, with things that are not too frightening or overwhelming. After repeatedly facing things that are mildly scary, you will build confidence in those situations and will feel ready to gradually face more challenging situations over time. For example, if you have a fear of dogs, a first exposure goal might involve looking at pictures of dogs. Once you have done this repeatedly, any anxiety you have when looking at pictures of dogs will naturally lessen. Next, you could move on to watching videos of dogs on the internet, and keep doing that exposure activity until it no longer triggers much anxiety, and so on.

Exposure is very effective, but it takes planning and patience to make it work for you. Many individuals with anxiety have doubts about trying exposure. You might have tried it in the past and found it didn't work. However, you might have tried to face something too scary too soon, which can be overwhelming. Or, you might not have had a chance to practice repeatedly in order to get the benefits of exposure. Be willing to try again!

The following steps can help you make exposure work for you.

Step 1. Make a list

Make a list of situations, places or objects that you fear. If we go back to the example of dogs, the list might include: looking at pictures of dogs, watching videos of dogs, standing across the park from a dog on a leash, standing in the same room as a dog on a leash, standing a few feet from a dog, or petting a puppy. If you're afraid of social situations, the list might include: saying "hi" to a co-worker, making small talk with a cashier, going for coffee with coworkers, or calling a friend on the phone.

Tip: Group Fears Together.

Some people have a lot of different fears, so it can help to group similar fears or specific fear themes together. For example, if you have a fear of bugs and a fear of heights, make different lists for each of them.

Step 2. Build an Approach Ladder

Once you've made a list, arrange items from the least scary to the most scary. You can do this by rating how much fear you feel about each situation on the list, from "0" (no fear) to "10" (extreme fear). Include a whole range of situations on your list: some that you can do with only mild anxiety, some that you can do with moderate anxiety, and some that would be too overwhelming to do now. If everything on your list feels too overwhelming to do now, pick the least scary situation on the list and break it down into smaller, less overwhelming steps. Now your list has become a **fear ladder**.

Tips:

- When making an approach ladder, identify a specific goal (such as having a meal in a restaurant), and then list the steps needed to achieve that goal, e.g.
 1. Go to a restaurant and get a coffee to go
 2. Have a coffee at the restaurant and sit near the door
 3. Have a snack at the restaurant and sit at a table in the middle of the room
 4. Have a full meal at the restaurant and sit near the door
 5. Have a full meal at the restaurant and sit at a table in the middle of the room

- If you're wondering how to break things on your list into smaller steps, consider changing one of the following factors:
 1. **Length of time**, e.g. Talk to someone for one minute instead of five minutes
 2. **Time of day**, e.g. Go to the grocery store first thing in the morning on a weekday vs. on a Saturday afternoon
 3. **Environment**, e.g. Go swimming at a local pool vs. swimming in a lake
 4. **Who you're with**, e.g. Go to the mall with a friend vs. alone

Step 3. Facing Fears (Exposure)

Starting with the situation that causes the least anxiety, **repeatedly** put yourself in that situation (e.g. saying "hi" to the bus driver every day) until you start to feel less anxious doing it. If the situation is one that you can remain in for a prolonged period of time (e.g. standing on a balcony), stay in the situation long enough for your anxiety to lessen (usually 20---30 minutes). If the situation is short in duration, try "looping" it, which means doing the same thing over and over again for a set number of times (e.g. repeatedly driving back and forth over a bridge until you start to feel less anxious).

If you stay in a situation long enough, or continue doing a specific activity enough times, your anxiety will start to lessen. The longer you face something, the more quickly you will get used to it and the less anxious you'll feel when you face it again.

Tips:

- It can help to track your fear level during exposure exercises and try to remain in those situations (or continue a specific activity) until your fear level drops by about 50%. For example, if you have a fear of needles, and you rated holding a needle as a 6/10 on the fear scale, then you want to continue holding the needle until your fear level drops to 3/10.
- It's important to plan exposure exercises in advance, so you feel more in control of the situation, and you can decide how much to challenge yourself.
- Once you're able to face a specific situation on several separate occasions without having much anxiety, you can move on to the next item on your fear ladder.
- Don't rush! It can be very hard to face the things you fear. Be patient with yourself, and go at a pace that you can manage.

Step 4. Practice

- Practice on a regular basis. The more often you practice, and the longer you practice for, the faster the fear will fade.
- Don't forget to maintain the gains that you've made. Even after you become comfortable doing something, it's important to keep putting yourself in that situation from time to time to make sure your fears don't creep back.
- Re-rate your fear ladder every once in a while, so you can see the progress you've made, and identify the things on the ladder you still need to tackle.

Step 5. Reward yourself!

- It's not easy facing your fears. Reward yourself when you do it. Rewards can be things you want for yourself (e.g., book, treat) or things you enjoy doing (e.g. going to the movies)
- Don't forget to give yourself credit for what you've done.

Tip:

- Don't be discouraged if your fears start creeping back. This can happen from time to time, especially during stressful periods or transitions, such as starting a new job or moving. This just means that you need to start practicing exposure again.

Fun Activities List

This is a list of activities that some may find enjoyable. Consider the activities listed below. You may find that some fit for you and some don't. Also, some activities may be things you can do right away, and others require a bit of planning. Taking part in activities that you find fun can lead to positive experiences and lift your mood. You can try a behavioural experiment by recording your mood before an activity and comparing it to how you feel during or after. At the end of this list there are a few lines for you to add your own fun activities.

- Take an online class in an area of interest
- Research a topic of interest
- Plan a trip to the beach
- Redecorate your room
- Volunteer for a cause you support
- Purchase or pick a fresh plant, or flowers for your house or room
- Open the curtains and blinds to let light in
- Work on a puzzle
- Donate old clothes or items to charity
- Lay in the sun
- Learn a magic trick
- Listen to a podcast or radio show
- Take a walk with the intention to notice the architecture of buildings
- Try a DIY project or other arts/crafts
- Sign up for a ghost tour
- Sketch, paint, doodle
- Do some yardwork or gardening
- Plan a future horseback riding activity
- Organize your dishes
- Sit outside and listen to birds singing
- Look up future public lectures/workshops at your local bookstore, university, or community centre
- Plan a trip to a national or provincial park
- Plan a camping trip
- Play cards
- Re-watch a favourite movie or tv show
- Create planters or decorative items at your door
- Play volleyball
- Find a babbling brook to visit
- Journal beside a river
- Enter a competition
- Do crossword puzzles
- Cuddle a pet
- Cook or bake a new recipe
- Soak in the bathtub
- Do an at-home facial
- Do something nice for someone
- Build a bird house
- Look at pictures of beautiful scenery
- Listen to new music
- Learn a new language
- Take a free online class
- Try a new good-smelling shampoo/conditioner/body wash
- Sing out loud
- Flip through old pictures
- Go sailing
- Stretch your muscles
- Play soccer
- Plan a visit to a local botanical garden
- Watch live comedy online
- Play frisbee
- Play chess online
- Jump on a trampoline
- Go fishing
- Put fresh flowers in the place you live
- Offer to walk someone's pet
- Sing karaoke online with friends
- Cook a fresh meal and freeze the leftovers
- Sign up for online meditation
- Plan a themed party for the future
- De-clutter
- Learn to juggle
- Contact an old friend
- Make a new toy for your pet
- Make yourself an ice-cream cone
- Organize your desk/workspace
- Buy new stationary
- Attend an online trivia night
- Spend time in nature
- Spend time watching the clouds drift
- Sign up for an online debate
- Manicure your hands or nails

- Go ice skating or rollerblading
- Schedule a day with nothing to do purposefully
- Give positive feedback about something (e.g., write a letter/email about good service you received, tell someone you appreciate them, make a kind comment on a post)
- Hang a birdfeeder or leave birdseed out for birds and squirrels
- Initiate an online hangout with friends or family
- Make jams or preserves with local fruit
- Order in something new for dinner
- Buy someone a gift online and send it to their home
- Have a political discussion with someone
- Repair something around the place you live
- Wash your car or someone else's
- Watch a new TV series
- Watch motivational videos on YouTube
- Send a loved one a card or letter in the mail
- Bake something to share with others (e.g., family, neighbours, friends, work colleagues, a local retirement facility)
- Have a video call with someone who lives far away
- Organize your wardrobe
- Play a musical instrument or sign up for lessons
- Light a scented candle, oil, or incense
- Exercise in a way that feels good to you
- Put up a framed picture or artwork
- Schedule an online dinner party
- Offer to plan or host a friend's birthday
- Ride a bike
- Sew, knit, crochet, quilt
- Visit the zoo or planetarium
- Birdwatch
- Do something spontaneous
- Go on a picnic
- Order or make your favourite warm drink
- Daydream about the future in a positive way
- Watch a comedy video or show
- Play tennis or badminton
- Clear your email inbox
- Create a plan to get out of debt/pay debts if you're in debt
- Organize your camera roll
- Upcycle old items
- Buy a new clothing item
- Plan a trip to a speedway
- Listen to an audiobook
- Start a gratitude journal
- Teach a special skill to someone else (e.g., knitting, woodworking, painting, language)
- Participate in a peaceful protest that you support
- Initiate a movie date online with a friend
- Skip/jump rope
- Talk to an older relative and ask them questions about their life
- Make your bed with freshly laundered sheets
- Whittle wood
- Learn calligraphy
- Have a daytime nap
- Re-arrange your furniture
- Go for a drive (if you have access to a car)
- Donate blood
- Star gaze
- Create a calm meditative space in your home
- Go for a jog, walk, or run
- Teach your pet a new trick
- _____
- _____
- _____
- _____

We often want to make changes in our life, but sometimes don't know where to start. Goalsetting can help you identify where you want to go and the steps needed to get there.

How To Do It

STEP 1. IDENTIFY YOUR GOALS

Take some time to think about the things that you would like to do or that you want to change in your life. Try to identify some short-term goals (for example, things you would like to work on over the next couple of weeks or months), medium-term goals (for example, things you would like to be able to do in six months or a year from now) and long-term goals (for example, things you are hoping to accomplish in your life-time). Goals can be related to a variety of life areas such as:

- Relationships (friends and family)
- Career/School
- Finances
- Health
- Lifestyle
- Personal development

Tip: People who suffer from anxiety problems often limit their lives because of anxiety. When trying to think of your goals, imagine a life without anxiety. What would you like to be able to do? You can use goal setting as a way to help you practice your tools for managing anxiety, or to move forward with your life as your anxiety becomes more manageable.

Goals should be:

1. Realistic

Make sure that your goals are *realistic* and *attainable*. If you set your goals too high, it will be too difficult to accomplish them and your motivation will suffer. For example, if you have never worked out, expecting yourself to go to the gym for 1 hour 4 times a week is **unrealistic**. A more realistic goal would be to go to the gym once a week for 20 minutes. Your long-term goal may be to go to the gym 4 times a week, but you need to start with smaller goals and work your way up to the long-term goal.

Tip: People often have goals about never feeling anxious or making mistakes. However, these goals are unrealistic because it is normal to feel anxious, and everyone makes mistakes sometimes.

2. Concrete and Specific

You are far more likely to accomplish your goals if you make them concrete and specific rather than vague. If goals are too vague, it will be difficult to determine what steps you need to take to accomplish them. If your goals are specific, it will be easier to know when your goals have been met. For example, “exercise more” is not a very good goal, because it is too vague. How will you know when you are exercising enough? How often do you want to exercise? For how long? “Exercise twice a week for 30 minutes” is a better goal because it is more specific --- you will know exactly when you have completed it successfully.

Poor Examples of Goals	Good Examples of Goals
<ul style="list-style-type: none"> • Eat less sugar 	<ul style="list-style-type: none"> • Reduce the cans of pop I have by 1 can per day
<ul style="list-style-type: none"> • Go back to school 	<ul style="list-style-type: none"> • Take a writing course at the community college in September
<ul style="list-style-type: none"> • Meet new people 	<ul style="list-style-type: none"> • Join a walking group and have a conversation with one new person on the first walk
<ul style="list-style-type: none"> • Save money 	<ul style="list-style-type: none"> • Put \$10 in my savings account each month
<ul style="list-style-type: none"> • Spend more time outside 	<ul style="list-style-type: none"> • Go to the park on Saturday for 3 hours
<ul style="list-style-type: none"> • Be less anxious 	<ul style="list-style-type: none"> • Practice relaxation exercises once a day
<ul style="list-style-type: none"> • Practice exposure exercises 	<ul style="list-style-type: none"> • Complete exposure exercises weekdays between 7 and 9 pm

Key: Write down your goals! You are more likely to stay on top of your goals if you make a list of them.

STEP 2. BREAK GOALS INTO SMALLER STEPS

Many goals can be broken down into smaller steps. This is especially true of medium- and long-term goals. For example, if your goal is to develop some friendships at work, an initial goal may be to ask 2 co-workers about their weekend plans on Friday afternoon. If your goal is to find a new job, a smaller goal may be to check the classified ads in the newspaper on Saturday.

STEP 3. IDENTIFY OBSTACLES

Once you have established a realistic and concrete goal, identify any obstacles that may be standing in the way of accomplishing your goal. For example, one of the obstacles for going to the gym may be finding childcare. So, if you have set a goal of going to the gym for 30 minutes after work on Wednesday, you will have to arrange for a babysitter.

STEP 4. SCHEDULE YOUR GOALS

You are more likely to complete your goals if you are clear about what you are going to do and when you plan to do it. For example, your goal may be to practice relaxation exercises for 15 minutes on Saturday morning around 10 a.m. Use a day planner or calendar to help you remember to complete your goals.

TIP: It is important to be flexible. Sometimes things can get in the way of accomplishing your goals (for example, there is a rainstorm on the day you wanted to go for a hike, or your son comes home sick from school the morning you were planning to practice driving). Be willing to come up with an alternative plan (e.g., go for a walk in an indoor mall or re-schedule your driving session for the next day).

STEP 5. CARRY OUT YOUR GOALS

Now that you have picked a goal, you need to start taking the necessary steps to follow through with it. However, it can be hard to get started. In addition to writing down your goal (e.g. work out at the gym for 30 minutes after work on Wednesday), you can write out the steps that you will need to take to complete it (for example, call babysitter on Monday to arrange for her to pick up the kids after school on Wednesday, pack gym clothes on Tuesday evening, take gym clothes to work on Wednesday morning, head straight to the gym after work on Wednesday).

You are more likely to take the steps needed to achieve your goal if you write them down first. The **key** to achieving your goals is to just DO IT! Don't wait for the motivation to come before you act; take action, and motivation will follow. For example, you may not feel motivated to start exercising, but once you have done it a few times you will start to feel more motivated to do it again.

STEP 6: REWARD YOURSELF

- If you were able to accomplish your goal, **reward** yourself. It's not easy to accomplish goals, so it's important to reward yourself when you do accomplish them. It may be helpful to use specific rewards as your motivation to achieve a goal. For example, plan to purchase a special gift for yourself (book, treat) or engage in a fun activity (watch a movie, go out for lunch or dinner, plan a relaxing evening, watch your favorite show) after you reach a goal.

- Don't forget the power of positive self-talk (e.g., "I did it!").
- If you had trouble completing your goal, you may need to **revise** it.
 - Take a step back and see what got in the way. Retrace the steps for goal setting listed
 - above.
 - Make sure your goal is *realistic*. If you set the goal too high, try to scale it back.
 - Make sure your goal is *concrete and specific*. If it was too vague, it may have been difficult to tell if you completed it.
 - Try to *schedule* your goal, because this will increase your chances of accomplishing it.
 - Find ways to get around *obstacles*.
 - *Write down* the steps that you need to take to accomplish your goal.

Tip: As you complete goals, check them off your list. This can be a helpful reminder of all that you have accomplished so far.

Helpful Hints:

- **Start small.** Making small changes can have a big impact on your life. Don't try to do everything all at once. Instead, pick 1 or 2 goals to work on at a time.
- **Be patient.** It can take time to meet goals, especially long-term goals. Hang in there and stick with it!
- **Don't think in "all or nothing" terms.** No one completes all of their goals all of the time. You have not failed if you don't accomplish all of your goals. Praise yourself for the goals you were able to meet and come up with a new plan for accomplishing the goals that you were unable to complete