Visions, Goals & Actions Worksheet

*“We set goals for all aspects of our lives, write them down, measure our progress and reward achievement..”*

—from the UA Tools

This worksheet is intended as a catalyst, a way to begin, not a prescription to be followed exactly. You can use all or only parts of the process, as they best serve you, to help you recover from Underearning.

# Your Vision

* What are the key ingredients of your Vision? Think about the concepts and principles that you value, and the material results you expect from achieving your vision.
* Take a sheet of paper and make a list, as long as you like, of all the things that are significant to you.
* If you are not sure where to begin, remember, you are not alone! Go to meetings and listen to the visions of other members, talk to your sponsor and your action partners, read Program literature for inspiration.
* Go back over your list and circle the elements that are most important to you—the major themes that sum up other items on the list.
* Take a new sheet of paper, and write out the things you have circled; try to fit them together into sentences.
* Read what you have written aloud, and adjust it until you have a short paragraph that sounds natural to you.
* This is your Vision Statement for today—it does not have to be perfect, and it will evolve as you grow in recovery and as you accomplish your goals.

# Goals

* Pick out three to five categories for your goals. These will likely match elements of your vision.
* Here are some examples to think about: Vision; Earning Related; Service; Self-Care, Regeneration or Recreation; Creative; Family & Friends.
* Label a new sheet of paper with each goal category, and write a brief statement or affirmation of it.
* List any and all goals that occur to for that category. Includ­e those that seem impossible to you right now—this demonstrates faith in your Higher Power!
* As always, you are not looking for perfection. You will revisit this list often as you measure progress against your goals, adding or editing items as your path towards your Vision unfolds to you.

# Actions

* Don’t try to tackle every goal right away. In each category, circle one or two goals where do you feel energy or motivation to begin.
* For each goal you have circled, write it out on a new sheet of paper. You don’t have to list actions for all these goals yet, just give each its own “territory.”
* When you are ready, list the actions necessary to proceed towards that goal—as many and in as much detail as you can. Do not be daunted if nothing occurs to you or you cannot see the whole path—just do what you can to begin!
* Again, you are not alone—ask for support! Talk to your sponsor; use your action partners; arrange an action meeting to brainstorm. What are the actions required to accomplish the goals you choose to work on for now?

# Living Your Vision

* As you approach the actions on your list, once again, use the tools of the Program!
* Break large actions down into the small, achievable steps, and apply timeframes or deadlines when possible.
* “Bookend” difficult actions with others: call before you begin and after you have completed the action step.
* Code actions on your timesheet against your goal categories, to help you see how you are working to manifest your Vision in your life.
* And don’t forget to reward yourself for achieving goals!