

From Goal to Action Worksheet

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Develop the skills to achieve goals.

TO ACHIEVE GOALS, FOLLOW THE GSPA FRAMEWORK.

1. **Goals:** Set clear outcome and behavior goals.
2. **Skills:** Break down goals into specific skills.
3. **Practices:** Build and improve those skills through targeted practices.
4. **Actions:** Break practices down into small daily actions that can be done reliably and consistently.

HOW TO USE THIS FRAMEWORK

1. **Start with the big picture.** Use the GSPA tree on the next page as an easy template to draft your big picture strategy: from big goal(s) to small action(s). (For skills and practices ideas, check out the *PN Practice Library*.)
2. **Narrow in on practices.** Choose which practice(s) you (or your clients) are ready, willing, and able to try next.
3. **Get really specific.** Move on to the *Action Commitment Worksheet* to define the details of the practice(s): i.e., the specific action(s) of the practice, how and how often progress will be measured, what challenges might come up, etc.

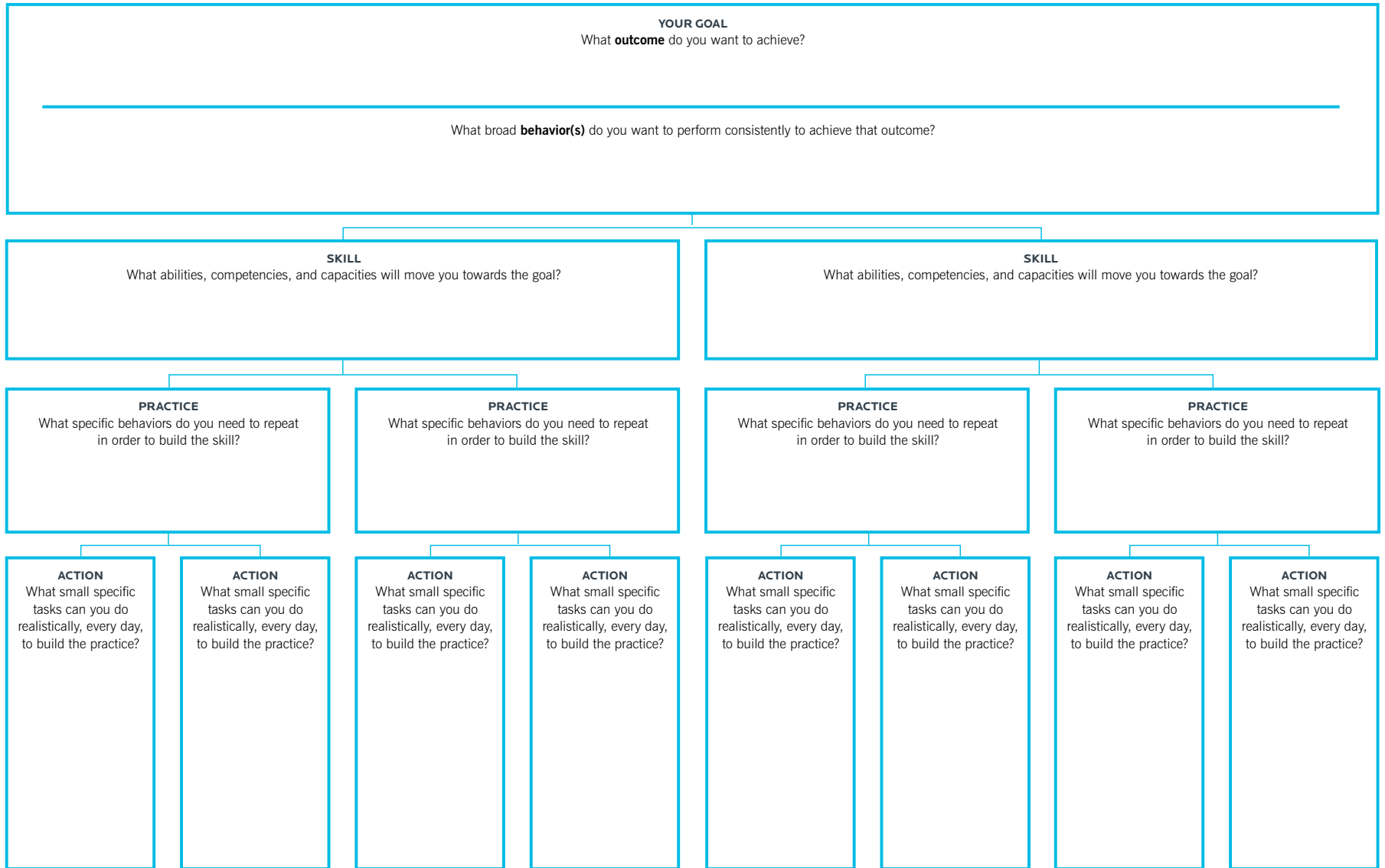
Review and iterate often!

After you've created the first draft of this plan, refer back to it often (e.g., at each Check-in, when you get to Step 3 of the coaching process).

Whenever needed, adapt.

Your plan will change as goal(s) and coaching relationships evolve.

The goals-skills-practices-actions tree



Skill development 101

What is an outcome goal?

Outcome goals are the tangible results of a process or behaviors. You can't directly control whether you achieve outcome goals.

What is a behavior goal?

Behavior goals are the broad set of actions that move you towards the outcome(s) that you want. These are within your control to do.

What is a skill?

A **skill** is an ability, competency, and/or capacity that you need in order to move in the direction of your goal.

A skill reflects *the power to do something*. So don't mix a *skill* up with *information* or *knowledge* (e.g. reading nutrition and health blogs, or looking at the data from your fitness gadgets).

Skills take time and practice to develop. That's why we break them down into practices, and small daily actions.

What makes a good practice?

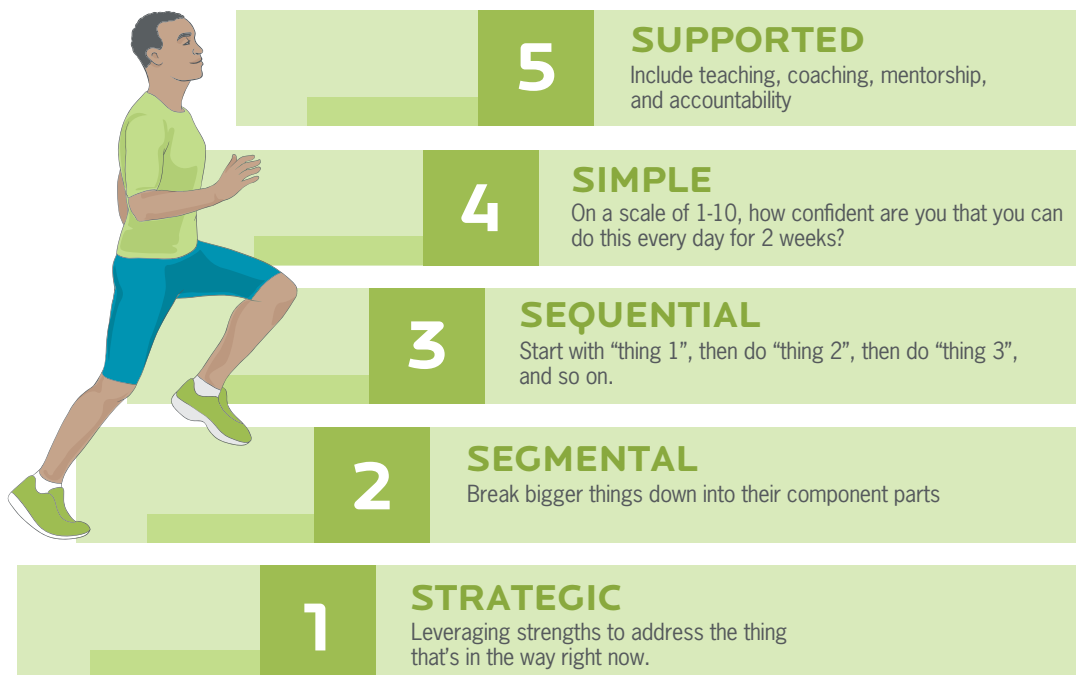
A **practice** involves exercises and applications that help build the skills.

What are actions?

We break practices into **actions**: very small, specific, concrete tasks that people can easily do daily, or as often as possible.

Repeated over time, these actions become **habits**, or automatic behaviors that are ingrained seamlessly into people's lives.

A GOOD PRACTICE OR ACTION SHOULD FOLLOW THE "FIVE-S FORMULA":



Example GSPA Strategy in practice

