

Four planning types

SMART Planning

SMART stands for Specific, Measurable, Achievable, Realistic and Time-bound. You start by stating what it is you would like to do, and then you turn that into a SMART objective. For example:

- Go on a holiday of a lifetime

First you need to be **Specific**: what does 'holiday of a lifetime' mean to you? Do you have a particular place in mind? Is it about a particular setting? Is it about a type of experience?

Next, it needs to be **Measurable**: in this case, your measurement of success is going on the holiday itself. It's whether you get there or not.

Next, is it **Achievable**? It's not something that you are planning that is completely beyond your reach, like a trip to Mars.

It needs to be **Realistic** too: A trip to the moon is achievable, but it's not realistic.

Finally, it needs to be **Time-Limited**; you need to state when you are going to do this. It's not enough to say, in the next five years, you have to state: I will go on this holiday in September 2017.

Rewind Planning

Pick what it is you want to do and write it down at the top of a piece of paper, for example:

- Go to Iceland

Now ask yourself what I need to do to get there? Write down these actions below, for example

- Research who does packages
- Research the costs

Down to the next level you might say

- Google Iceland packages
- Check my finances

And below this continue on till you come up with an action you can do immediately or very soon.

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Question Planning

Key questions could be

What do I want to achieve?

Why do I want to achieve it?

How will I know if I have got there?

What are the benefits?

Are there any drawbacks, if so what are they?

What help will I need and from whom?

What are the costs of achieving this ? This might be money, but might also be time, energy etc

What are the costs of not achieving this?

What have I got going for me?

What things are in my way?

What concrete initiatives do I need to take now to make this a reality?

Intention Planning

In your imagination see yourself doing what ever you want to do, being where you want to be or having what you'd like to have. Use all of your senses, in your imagination, to smell, taste, feel, hear the sounds and see (in technicolor) what ever your heart desires. Just make it up!

Imagine this several times a day- the more the better. You could use mindfulness techniques to relax before you imagine your wonderful future.

You could draw an image which reminds you of your goal or find an image in a magazine and put it somewhere you will see it often, the fridge door, where you keep your car keys.....

You could make a note in your diary or set a reminder on your phone.

Just visit your imagination whenever you remember and enjoy your image.

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