

LABORATORY DAY  
PLANNING



# Planning in Generalist Practice

The planning in the the planned change process

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*Fall 2019*



# PLANNING

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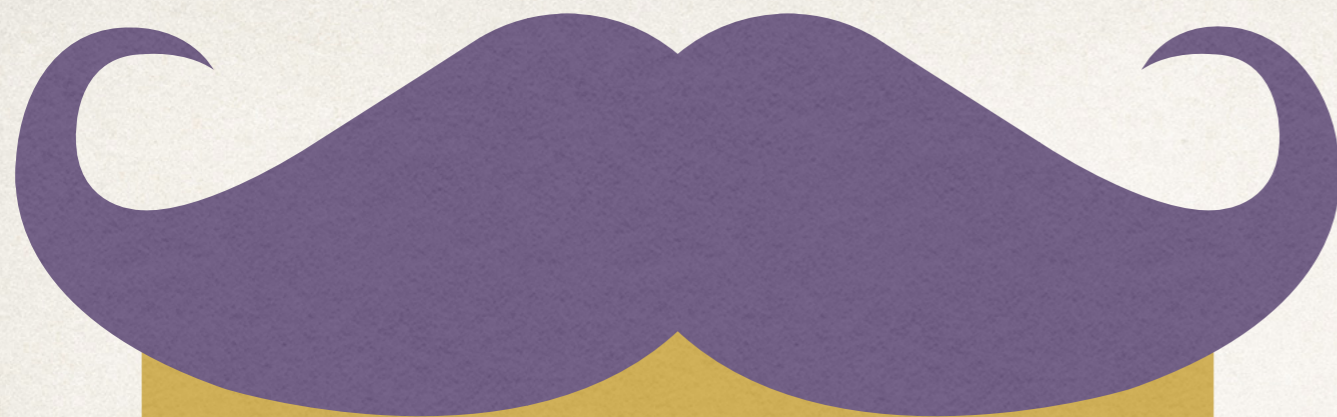
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# Agenda

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- ❖ Thinking distortions
- ❖ Goals & Objectives
- ❖ Keeping everything organized



Think of a  
number, any  
number



# Thinking Distortions

Examples in the media  
Personal examples

- 
- ❖ All or nothing thinking
  - ❖ Blaming
  - ❖ Catastrophizing
  - ❖ Discounting positives
  - ❖ Emotional reasoning
  - ❖ Inability to disconfirm
  - ❖ Judgment focus
  - ❖ Jumping to conclusions
  - ❖ Mind reading
  - ❖ Negative mental filtering
  - ❖ Overgeneralization or globalization
  - ❖ Personalizing
  - ❖ Regret orientation
  - ❖ “Should” statements
  - ❖ Unfair comparisons
  - ❖ What ifs

# Superflex

## and the Unthinkables

**Rock Brain** - I make people get stuck on their ideas.

**Glassman** - I make people have huge upset reactions.

**D.O.F.** - I make people overly competitive.

**Mean Jean** - I get people to act mean and bossy.

**Space Invader** - I get people to invade other's personal space.

**One-Sided Sid** - I get people to only talk about themselves.

**Wasforngonce** - I get people to use humor at the wrong time, the wrong place or with the wrong person.

**Brain Eater** - I distract people.

**Body Snatcher** - I move people's bodies from the group.

**Energy Hare-y** - I give people too much energy.

**Topic Twistermeister** - I make people jump off topic.

**Worry Wall** - I make people worry too much.

**On-Wonderer** - I don't like people to socially wonder about others.

**Grump Grompaning** - I put people in grumpy moods.

**SUPERFLEX takes on the Unthinkables!**

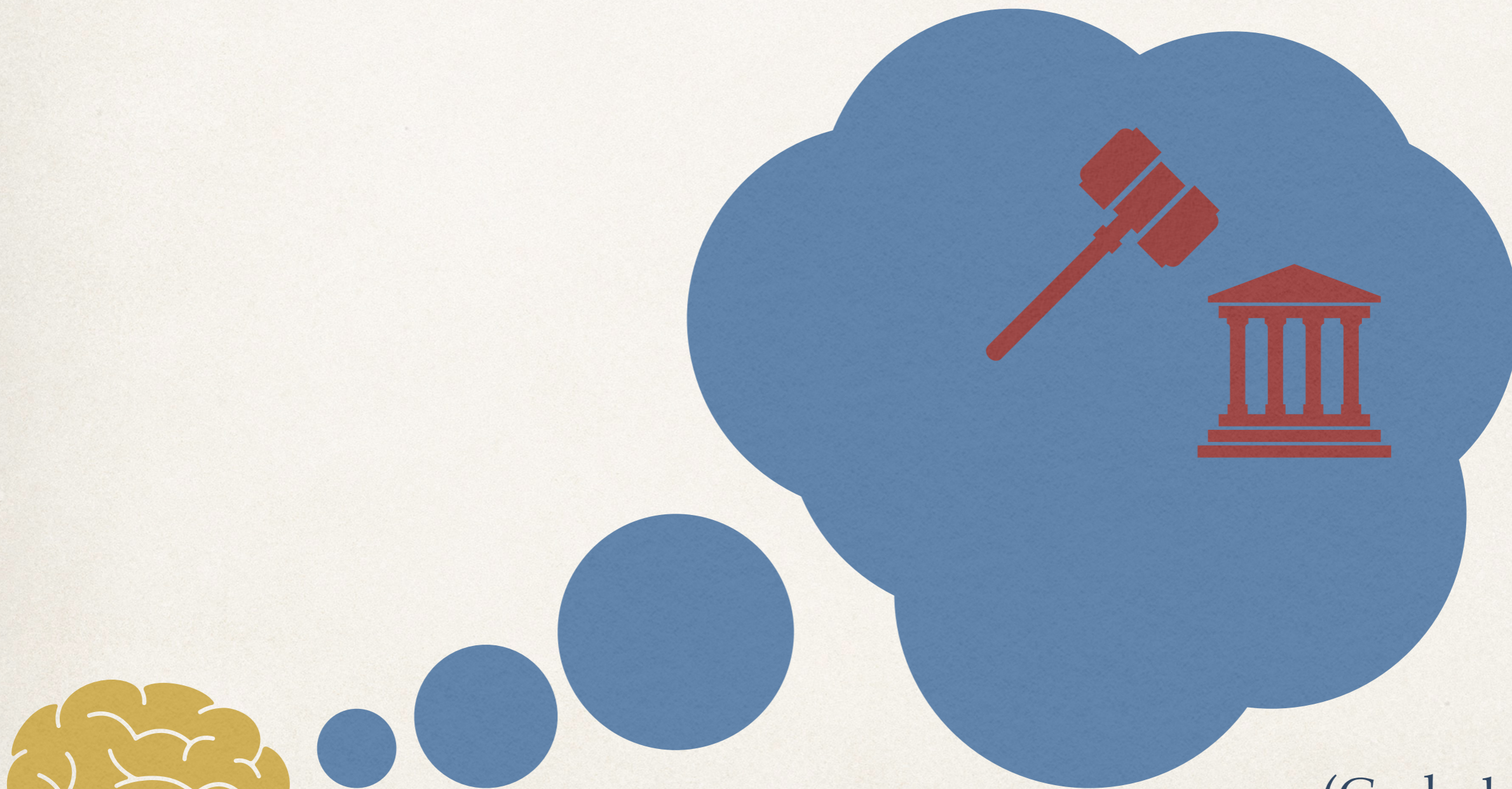
Superflex helps a citizen be a more flexible thinker, which allows the person to better control his or her brain and change how he or she thinks. He helps a citizen think about how to act and behave to keep others (and himself/herself) feeling good. He helps a citizen be a better problem-solver by thinking of many different solutions to one problem. He helps a citizen notice when an Unthinkable is becoming more active in his brain and then quickly comes up with a strategy to defeat the Unthinkable.

www.socialthinking.com

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# Putting Your Thoughts on Trial

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(Grohol, 2018)



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# TEDx Reno - Feeling Good by David Burns



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# Goals & Objectives

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**S**pecific

**R**ealistic

**M**easurable

**U**nderstandable

**A**ttainable

**M**easurable

**R**elevant

**B**ehavioral

**T**ime-bound

**A**ttainable

# Goals & Objectives

## Formula for Objectives

Who  
Jane

Action Word  
will manage anxiety

What  
by using the coping skill of deep breathing

When  
once a day in response to anxiety for six months

How Measured  
as reported by herself in the wellness self management groups

# Goals & Objectives

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**Goal in Client Voice:** "I want to get my GED?"

**Treatment Goal:** Jane will be able to organize her thoughts and apply her skills to be able to apply for and take her GED.

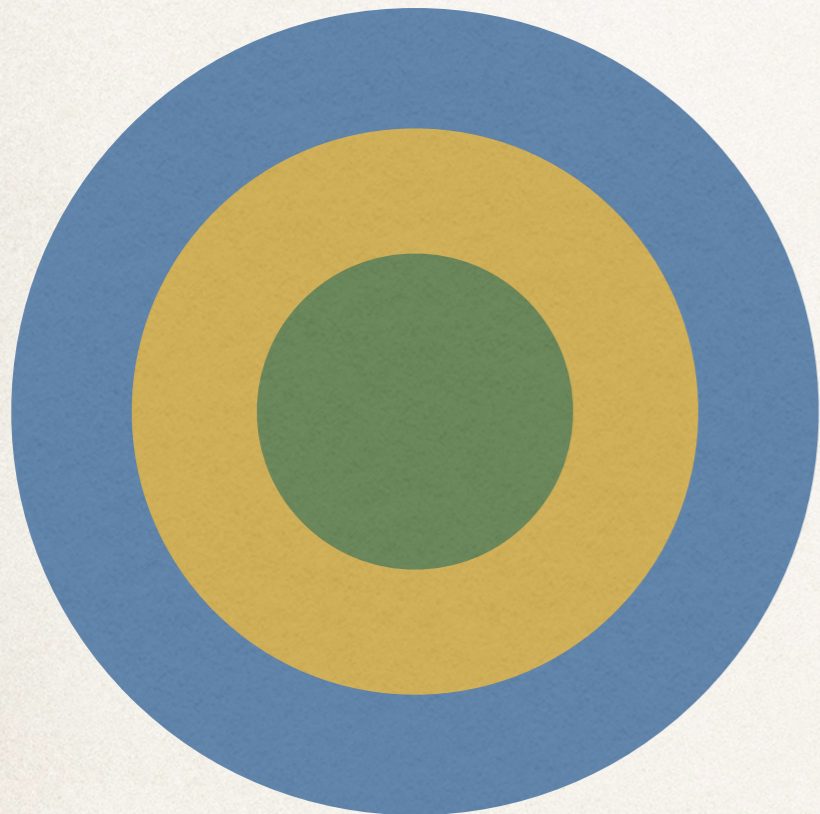
**Objective 1:** Jane will sign up for the GED by the end of December.

# Goal Setting at Micro, Mezzo & Macro

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## Goal Setting for Class

- ❖ What do are the needs for students
- ❖ What would the longer-term vision be (e.g. goal)
- ❖ What would be some measurable steps in between (objectives)
- ❖ What would be some action steps



# Getting Things Done the art of stress-free productivity

from the New York Times bestselling author

## David Allen



“Our productivity is directly proportional to our ability to relax; only when our minds are clear and our thoughts are organized can we achieve results and unleash our creative potential.”

*–David Allen*

GTD won't get you to be a real life fruit ninja... but it can improve productivity

## FRUIT NINJA IN REAL LIFE! (ft. Jade Chynoweth) // ScottDW

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# Developing Efficiency

Outlook, Lists, and Ultra organized

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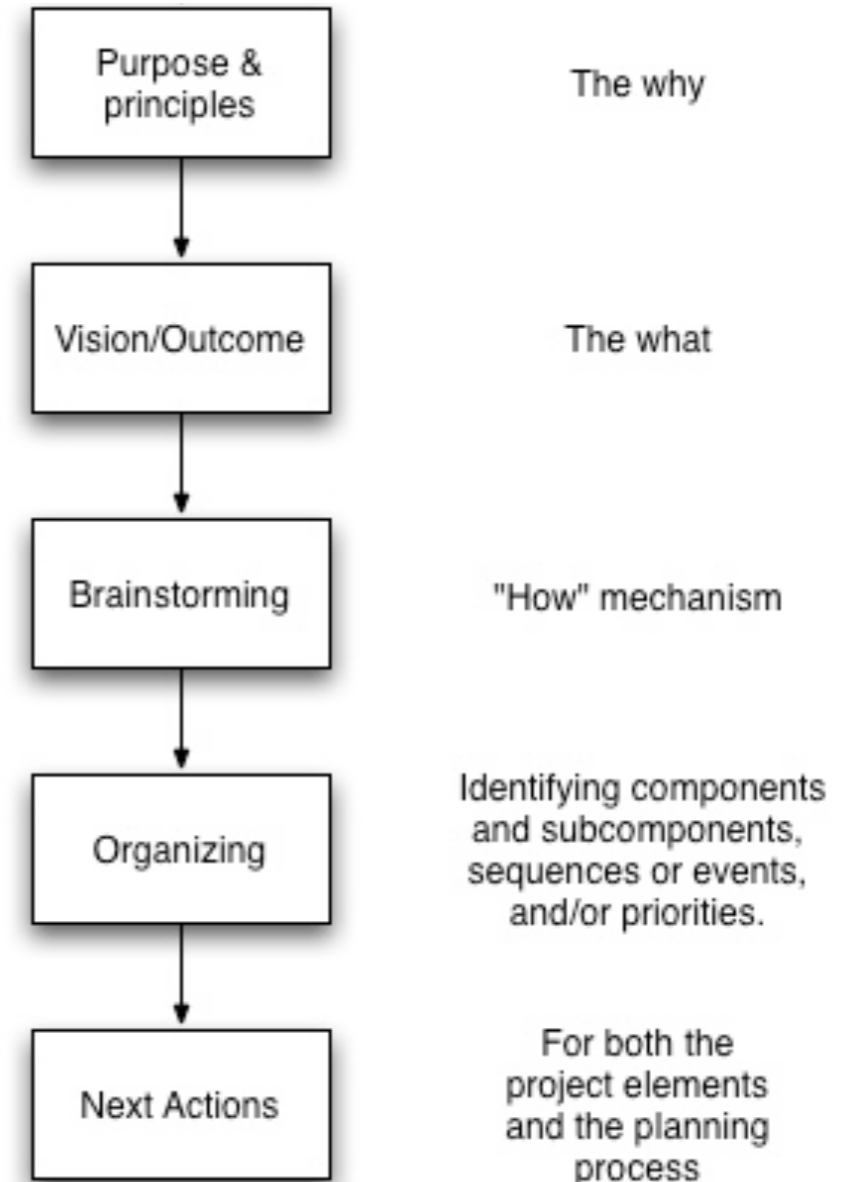
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# The Five Phases of Project Planning

1. Defining purpose and principles
2. Outcome visioning
3. Brainstorming
4. Organizing
5. Identifying next actions







# Six Horizons of Focus

Runway:	Current actions
10,000 ft:	Current projects
20,000 ft:	Areas of responsibility
30,000 ft:	One-to two-year goals
40,000 ft:	Three- to five-year visions
50,000+ ft:	Life

# Five Stages of Mastering Workflow

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1. Capture
2. Process
3. Organize

4. Do

5. Review

# Capture: The Collection Habit

- Ubiquitous capture
- Mental sweep



# Inbox Zero

action-based email

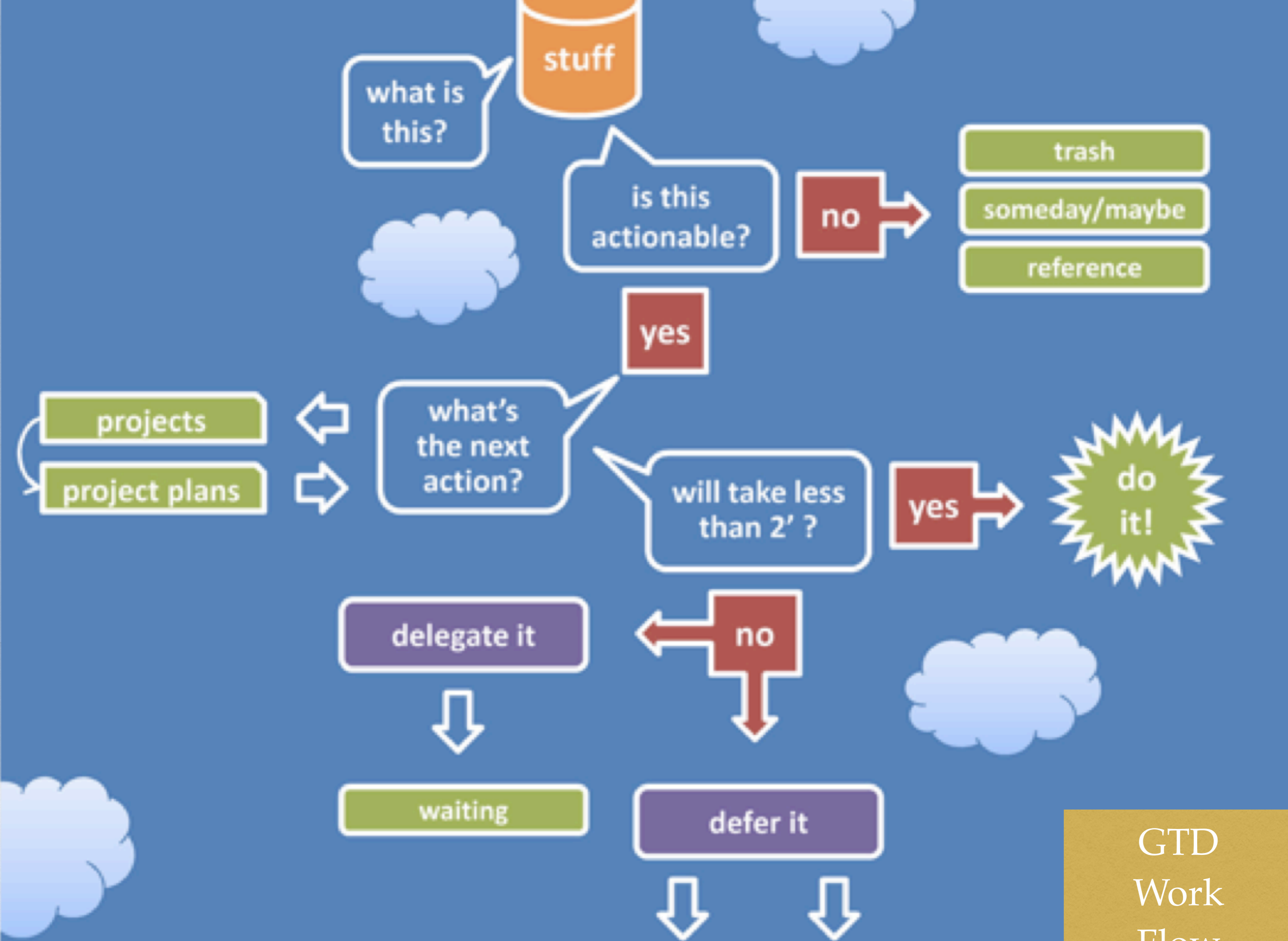


**Merlin Mann**  
**Google Tech Talk**

## Processing Your Inbox

"A place for everything, everything in its place."

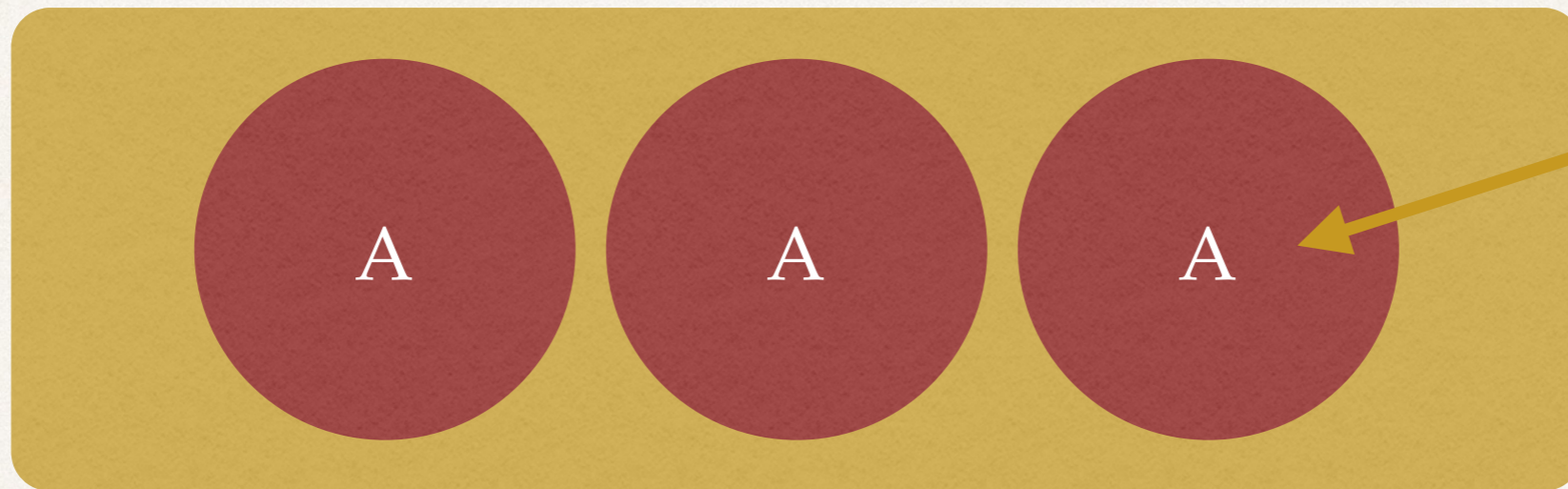
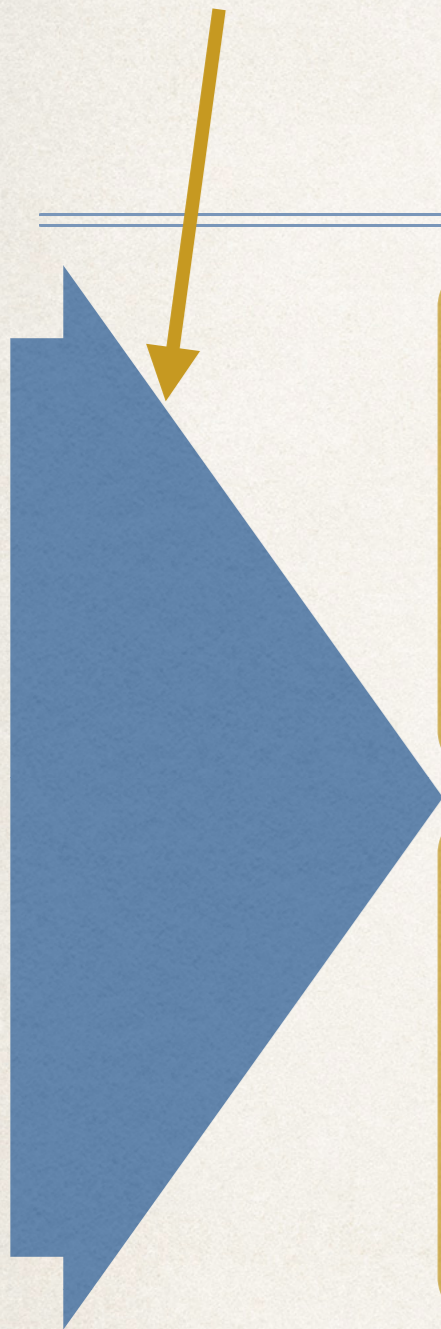
- Benjamin Franklin



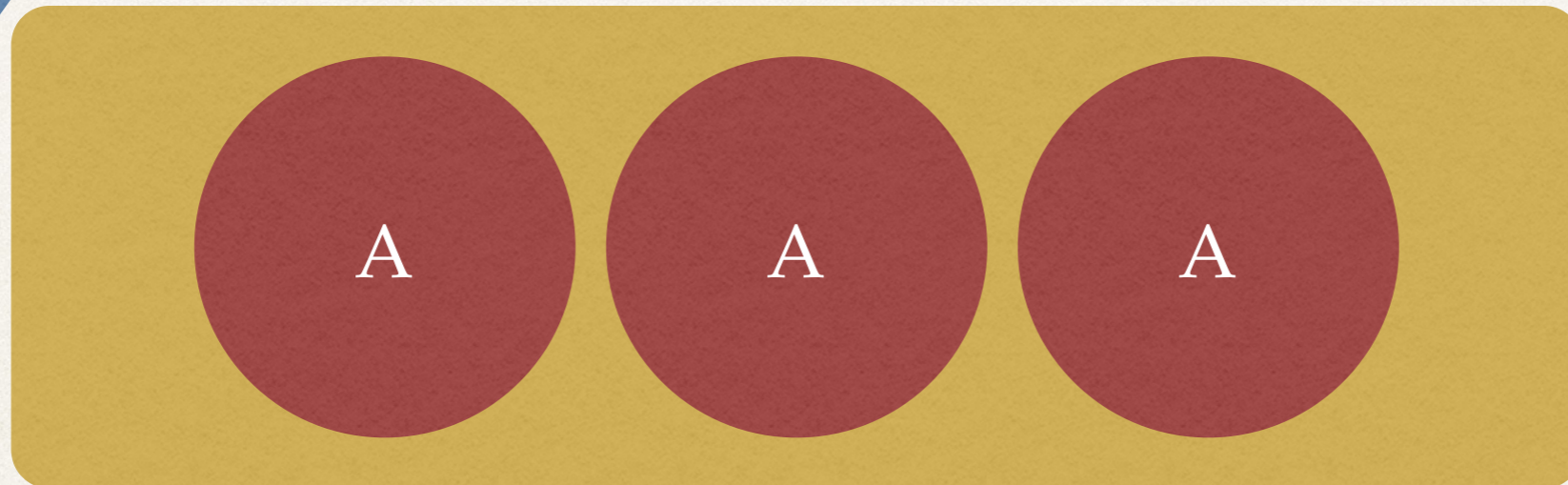
GTD  
Work  
Flow

# Organizing: Setting Up the Right Buckets

Context



Action Step



Project

# Doing: Making the Best Action Choices

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## Four-Criteria Model for Choosing Actions

- ❖ Context
- ❖ Time available
- ❖ Energy available
- ❖ Priority to make decisions

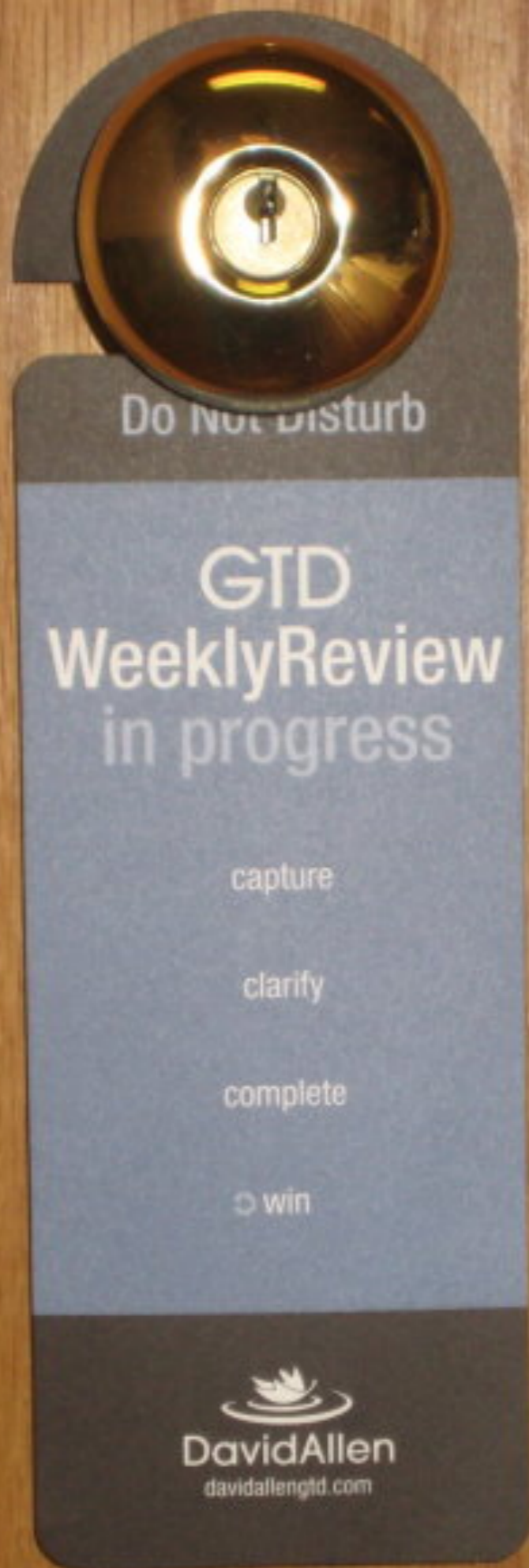
# Doing: Making the Best Action Choices

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## The Threefold Model for Evaluating Daily Work

- ❖ Doing predefined work
- ❖ Doing work as it shows up
- ❖ Defining one's work





# Reviewing

Keeping Your System Functional

# Resources

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## Tools

- ❖ OmniFocus (task management) (Things, 2Do, TaskPaper)
- ❖ nvALT (Reference)

## Further Information

- ❖ David Allen - Getting Things Done
- ❖ Merlin Man - Back to Work