

Creating



CREATING HOLISTIC GOALS

A Guide to Finding Direction and Purpose

An eLearning Course for

- *Individuals*
- *Families*
- *Friends*
- *Roommates*
- *Couples*
- *Teams*



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Almost Adulting Boot Camp
AABC-01 Creating Holistic Goals
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LEARNING OBJECTIVES

KNOWLEDGE

Upon completing this course, you will have a greater understanding of

- **yourself as a person** as evidenced by confident discussion of your personal strengths, needs, values, and areas of focus for improvement
- **holistic SMART goals** as evidenced by ability to describe the components of and process for developing
- **emotional intelligence** as evidenced by control and proper expression of emotions and correct interpretation of others'
- **collaboration** as evidenced by reported improvement in personal and professional relationships

you CAN'T
control

WHAT you
don't
KNOW...

What YOU
don't
KNOW
controls
you.

HARRISH SAIRAMAN

@iridescentalchemyst



LEARNING OBJECTIVES

SKILLS

Upon completing this course, you will demonstrate knowledgeable application of:

- **self-assessment** skills as evidenced by performing an objective and thorough analysis of values, needs, and current self-care practices.
- **setting holistic SMART goals** as evidenced by formulation of Specific, Measurable, Attainable, Relevant, and Timely personal goals.
- **the collaborative process** as evidenced by appropriate planning, strategic implementation, thorough monitoring and evaluation of plans, and adaptability in making adjustments to the plan

Yesterday
I was clever,

so I wanted
to change
the world

Today
I am wise,
so I am
changing myself.

RUMI

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COURSE GOALS

****Self-Awareness & Acceptance**** ****Emotional Intelligence****

****Closer Relationships**** ****Healthy behavior changes****

****Work-life balance**** ****Professional Growth****

****Overcoming Fears & Weaknesses****

****Improved Decision Making**** ****Increasing Confidence****

****Improved symptoms related to anxiety, depression****

****Lower levels of overall stress****

*To put the world right in order,
we must first
put the nation in order;
*to put the nation in order,
we must first
put the family in order;
*to put the family in order,
we must first
cultivate our personal life;
*we must first
set our hearts right.****

CONFUCIUS

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PRE-ASSESSMENT

Anxiety-Stress-Depression Test

<https://www.idrlabs.com/anxiety-stress-depression/test.php>

- 30 questions/statements about your behavior, thoughts, feelings over the last several weeks

“Disagree”

“Neutral”

“Agree”



“Somewhat disagree”

“Somewhat agree”

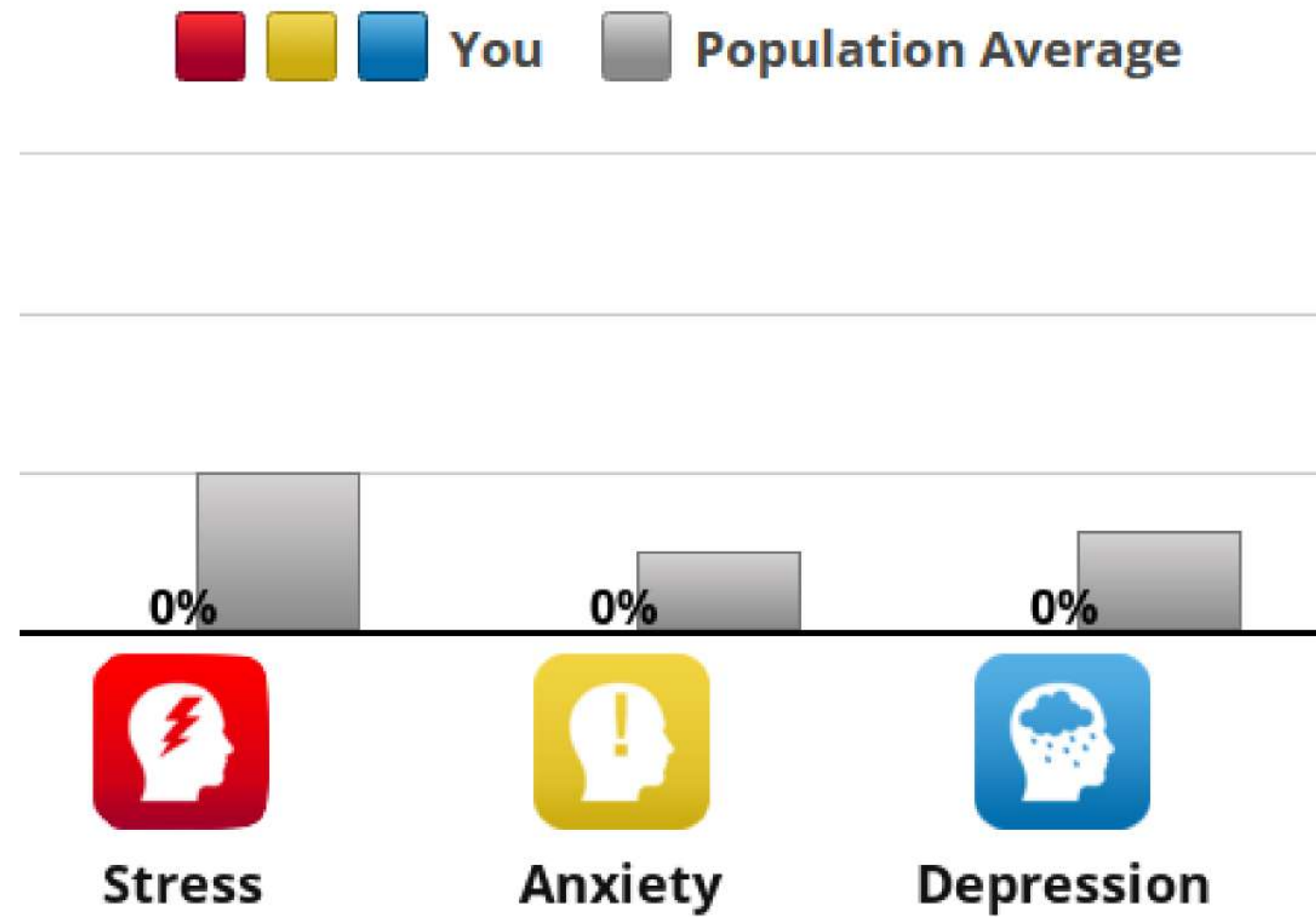
- Send screenshot or summary of results (three percentages listed)
- Individual results will be stored in a spreadsheet with your initials only
- Will be used to help evaluate the effectiveness of *“Create Holistic Goals”*

ANXIETY-STRESS-DEPRESSION

Anxiety-Stress-Depression Test

Your results:

<https://www.idrlabs.com/anxiety-stress-depression/test.php>



This makes you:

- 33.33% **less** stressed than the average person.
- 16.67% **less** anxious than the average person.
- 21.43% **less** depressed than the average person.

ACCESSIBILITY

- Accessibility involves needs that, when met, "enable participation in the course to the fullest—therefore they are wide-ranging and can be met in wide-ranging, creative ways."
- Additional resources and accommodations are available upon request.
- Course design: self-paced modules, with the option to participate as a group in an online setting, or a face-to-face instructor-led group setting (when available)
- **Group work requires a shared commitment to each other's well-being and learning in the community space; it requires communication and negotiation and flexibility.**
- Please let me know if anything comes up that makes participation feel difficult or interferes with your learning, so we can troubleshoot your concerns privately and/or as a group, if necessary.
- ***Suggestions you have about making this class more accessible for you will potentially make it more accessible and inclusive for everyone.***

DIVERSITY, EQUALITY, & INCLUSION

There is beauty in diversity that leads to strength and accomplishments.

Everyone has the right and responsibility to build and maintain a safe and secure, comfortable atmosphere that supports the exchange of ideas, founded in principles of equality and inclusion.

RESPECT

Consider this practice for real-world discussions about difficult topics.

RESPECT and COMPASSION are required at all times.

Discrimination based on race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, disability, age(40 or older) or genetic information (including family medical history) is illegal and will result in immediate removal from any and all face-to-face and remote group settings.





COLLABORATION IS KEY!

Competition: Either you or I will win, but not both of us. This is a form of fighting. As a result, "I win - you lose," because only one can win.

Avoidance: I ignore or refuse to acknowledge the existence of conflict. As a result, "I lose - you lose," because nothing can be done about it.

Compromise: You and I both give up part of what we want or need to settle the problem. In best case scenarios compromise can be "I win some- you win some." However it can also result in I lose – you lose, with neither person getting their needs met.

Collaboration: You and I work together to find an agreeable solution to the problem that meets the needs of both. Collaboration allows for differences and can be I win – you win, because we are willing to work together.



COURSE MATERIALS

- ***Creating Holistic Goals module***
- ***Creating Holistic Goals workbook***
 - *notebook/journal*
- ***Phone, tablet, laptop, or PC***
 - *with high-speed internet access*



ONLINE ACTIVITIES

- *Eysenck's Personality Inventory*
- *16 personalities*
- *Emotional Intelligence Assessment*
- *DISC Workplace Personality Assessment*



MODULE 1: KNOW THYSELF

In Module 1, we will explore:

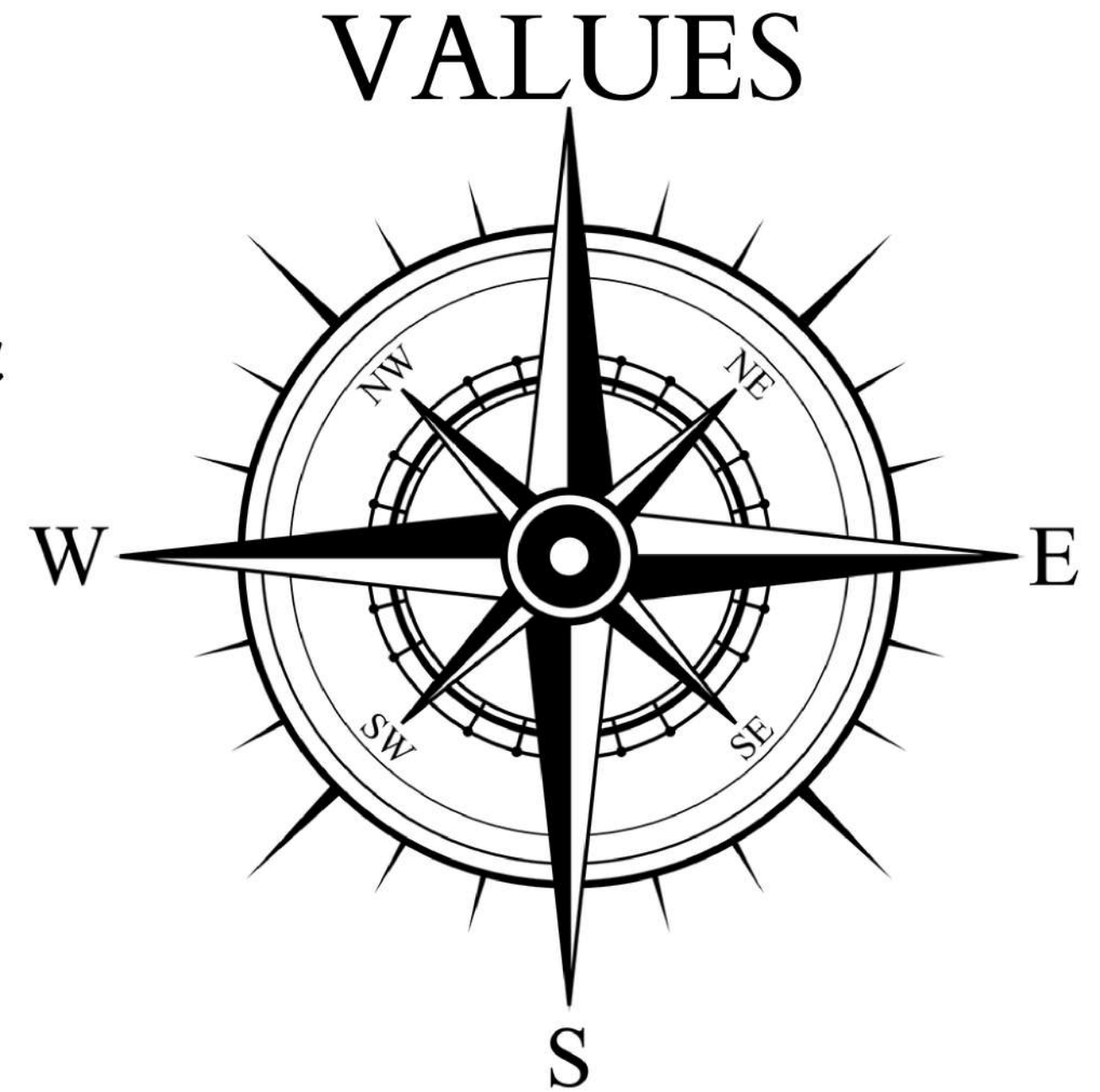
- *Your Personality Type characteristics*
- *Your Hobbies, Interests, Passions*
- *Your strengths and life purpose*
- *Your areas for improvement*
- *Your Current Resources*



MOD 2: KNOW THY NEEDS & VALUES

In Module 2, we will examine:

- *How values influence your decisions*
- *What values are most important to you*
- *Your personal needs*
- *Your self care practices*
- *Positive ways for meeting your needs*



MOD 3: KNOW THY GOALS

In Module 3, we will develop:

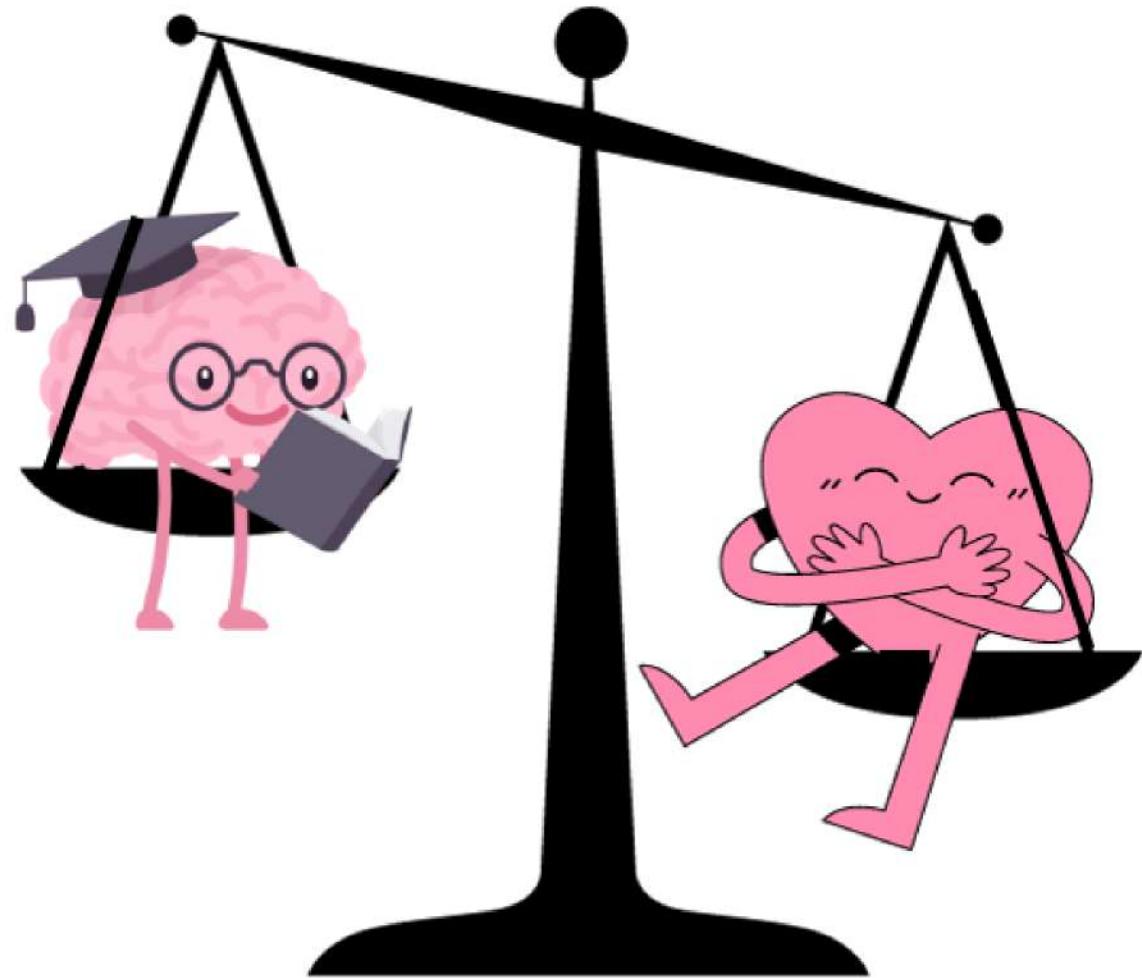
- *A plan for SMART self-care*
- *Your personal holistic goals*



MOD 4: KNOW THY TEAM

In Module 4, we will learn:

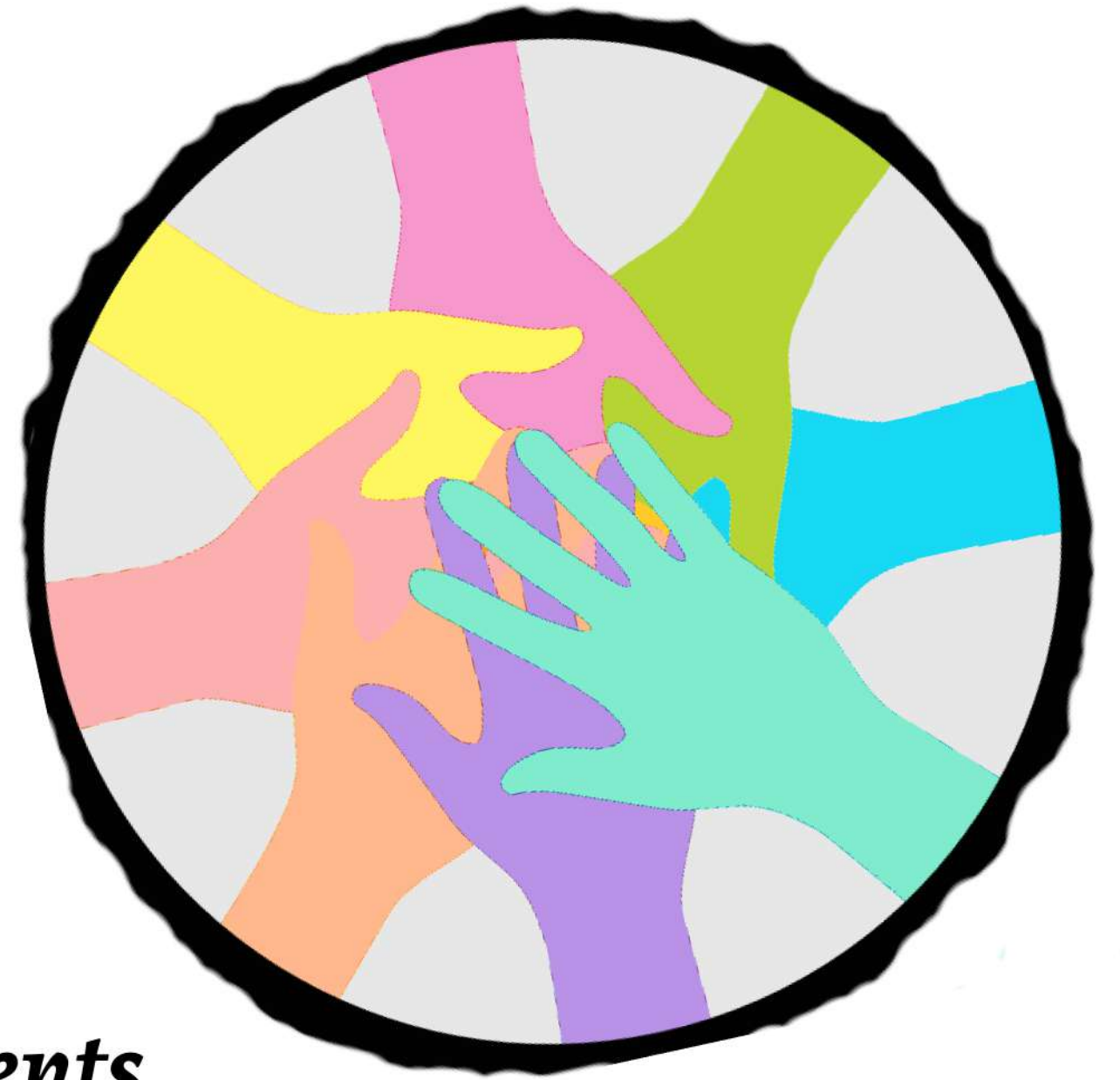
- *The importance of Emotional Intelligence*
- *Workplace Personality Types*



MOD 5: TEAMWORK MAKES THE DREAM WORK

In Module 5, we will collaborate on:

- *Establishing mutual group goals*
- *Systems for Accomplishing Goals*
- *Criteria for Monitoring Progress*
- *Planning for Re-evaluation and Adjustments*



SPECIAL CONSIDERATIONS

Hold off on discussions until everyone has defined his/her own goals, if you decide to work as a group

Often, sharing personal experiences can enrich a discussion. It is important to me that this decision remains yours. Do not feel pressured to disclose if it makes you uncomfortable.

How, when, and indeed if you bring in something from your own life is up to you.

COMMUNITY STANDARDS

- *Approach ideas with a growth mindset (I can't do this... YET! It won't work... YET!)*
- *Be brave and take risks, participate, try things.*
- *Respond to and challenge ideas, not people.*
- *Be mindful of the words and tone you use (e.g. nonverbal cues, humor, and sarcasm do not translate well online)*



COMMUNITY STANDARDS

- *Invite others to help you learn to be more inclusive; take responsibility for the impact of your comments and actions, regardless of intent.*
- *Take a moment when you need to think. We will be discussing difficult and sometimes personal concepts.*
- *Respect the visual space (Please refrain from displaying inappropriate or distracting images that have the potential to disrupt learning).*



ZOOM “NETIQUETTE”

- *Take a bathroom break before you sit down.*
- *Arrive 5 minutes early to Zoom sessions to log in and test your audio and video, so sessions can begin on time.*
- *Come prepared with the materials you will need.*
- *Keep your microphone muted unless speaking to reduce background noise.*
- *It’s okay to sip on a beverage but save your meals or snacks for later.*
- *If possible, show video, especially when speaking.*



ZOOM “NETIQUETTE”

- *Position your camera appropriately and maintain eye contact.*
- *Avoid multitasking and stay focused on the task at hand.*
- *Take a moment make sure your name is correctly displayed.*
- *Enable your group chat panel and “reactions” such as raise hand, yes/no, thumbs up/down.*
- *If you need to step away from the meeting for a moment, please use the chat to let one of the facilitators know (e.g., Be Right Back BRB) so we know you are OK.*

