

	Not Achieved	Achieved	Merit	Excellence
Set a goal which meets the SMART goal criteria of specific, measurable, achievable, and realistic and has a time factor.	Goal does not meet the SMART goal criteria	You have : <ul style="list-style-type: none"> Set a goal which meets the SMART goal criteria 		
Consider how well-being will be enhanced by achieving the goal.	Little or no consideration of how well-being will be enhanced by achieving the goal.	You have : Given a reason how achievement of the goal will enhance an aspect of well-being.	You have : described in detail how achievement of the goal will enhance an aspect of well-being.	You have: thoughtfully discussed in detail how achievement of the goal will enhance well-being. The discussion considers how the achievement of the goal will contribute to life balance.
Create an action plan for a goal which includes actions or steps which will contribute towards the achievement of the goal.	The action plan does not identify actions or steps.	You have created an action plan which identifies actions or steps.		

<p>Consider how each step will contribute towards the achievement of the goal and how the achievement of each step will be measured.</p>	<p>The action plan does not include:</p> <ul style="list-style-type: none"> • how each step will contribute towards the achievement of the goal <p>AND</p> <ul style="list-style-type: none"> • how the achievement of each step will be measured. 	<p>You have:</p> <ul style="list-style-type: none"> • identified how each step will contribute towards the achievement of the goal; • Identify how the achievement of each step will be measured. 	<p>You have :</p> <ul style="list-style-type: none"> • described how each step will contribute towards the achievement of the goal; • Described how the achievement of each step will be measured. 	<p>You have:</p> <ul style="list-style-type: none"> • thoughtfully described in detail how each step will contribute towards the achievement of the goal; • Described in detail how the achievement of each step will be measured.
<p>Consider barriers that may inhibit the achievement of each step of the action plan and strategies for overcoming barriers.</p>	<p>The action plan does not include barriers for each step AND strategies for overcoming barriers.</p>	<p>You have :</p> <ul style="list-style-type: none"> • Identified barriers that may inhibit the achievement of each step of the action plan • Identified strategies to overcome these barriers. 	<p>You have:</p> <ul style="list-style-type: none"> • Described in detail barriers that may inhibit the achievement of each step of the action plan; • Described in detail strategies to overcome these barriers. 	<p>You have:</p> <ul style="list-style-type: none"> • thoughtfully discussed in detail barriers that may inhibit the achievement of each step of the action plan; • discussed in detail strategies to overcome these barriers. • The discussion includes reference to mental, emotional, social and spiritual barriers as well as physical barriers.

<p>Consider enablers that are unique and specific to the achievement of each step.</p>	<p>The action plan does not identify enablers which are unique and specific to each step</p>	<p>You have:</p> <ul style="list-style-type: none"> Identified enablers that are unique and specific to the achievement of each step. Identified how the enablers will help goal achievement. 	<p>You have:</p> <ul style="list-style-type: none"> described enablers that are unique and specific to the achievement of each step; described how the enablers will help goal achievement. 	<p>You have:</p> <ul style="list-style-type: none"> described in detail enablers that are unique and specific to the achievement of each step; explained how the enablers will help goal achievement.
<p>Implement the action plan by keeping a journal or logbook for a period of at least one calendar month.</p>	<p>A logbook was kept for a period less than one calendar month</p> <p>AND/OR</p> <p>Logbook does not include the minimum requirements of :</p> <ul style="list-style-type: none"> actions taken (e.g. what was done, when, where, how long) evidence of the monitoring of the action over time reflection recorded as descriptions, documenting thoughts and feelings on the level of success of the 	<p>You have kept a journal or logbook for a period of not less than one month which includes documentation of :</p> <ul style="list-style-type: none"> actions taken (e.g. what was done, when, where, how long) evidence of the monitoring of the action over time limited reflection recorded as descriptions, documenting thoughts and feelings on the level of success of the action. At least two logbook entries made each week 	<p>You have kept a detailed journal or logbook for a period of not less than one month which includes documentation of :</p> <ul style="list-style-type: none"> actions taken (e.g. what was done, when, where, how long) evidence of the monitoring of the action over time reflections, recorded as descriptions, documenting thoughts and feelings on the level of success of the action. At least two 	<p>You have kept a comprehensive journal or logbook for a period of not less than one month which includes documentation of :</p> <ul style="list-style-type: none"> actions taken (e.g. what was done, when, where, how long) evidence of the monitoring of the action over time detailed and insightful reflections, recorded as descriptions, documenting thoughts and feelings on the level of success of the action. At least two logbook entries made each

	<p>action.</p> <ul style="list-style-type: none"> • At least two logbook entries made each week 		<p>logbook entries made each week</p>	<p>week</p> <ul style="list-style-type: none"> • Feedback gathered from others on progress towards goal.
<p>Evaluate the implementation of the action plan.</p>	<p>Evaluation of the implementation of the action plan does not include the minimum requirements of:</p> <ul style="list-style-type: none"> • a description of some of the actions that were achieved and why they were successful • a description of some of the actions that were not achieved and why they were not successful • a description of some recommendations for future actions to achieve goals. 	<p>You have evaluated the implementation of the action plan which included:</p> <ul style="list-style-type: none"> • a description of some of the actions that were achieved and why they were successful • a description of some of the actions that were not achieved and why they were not successful • a description of some recommendations for future actions to achieve goals. 	<p>You have completed a detailed evaluation of the implementation of the action plan which included:</p> <ul style="list-style-type: none"> • a description of the actions that were achieved and why they were successful • a description of the actions that were not achieved and why they were not successful • a description of recommendations for future actions to achieve goals. • Feedback on progress towards the goal gathered from other people. 	<p>You have completed a comprehensive evaluation of the implementation of the action plan which included:</p> <ul style="list-style-type: none"> • a description of the actions that were achieved and why they were successful • a description of the actions that were not achieved and why they were not successful • a description of recommendations for future actions to achieve goals, which • Feedback on progress towards the goal gathered from other people. • Strategies to manage success and failure of goals.