**LOOKING BACK & LOOKING FORWARD**

- Workshop –

When we look back on our lives it is easy to focus on the negative – things we didn’t do, mistakes we made, things we got wrong. We can also focus on what others did - either the negative that impacted us, or the positive which we could compare ourselves to. But this worksheet is about looking back and focussing on ourselves not others and the positive things we did do and achieve, things we got right, what we did well, ways in which we helped others or made others happy, things we learnt and things we changed for the better. Looking back in this way can enable us to see the good and to then look forward in an optimistic way - knowing we can achieve goals and do well.

With this outlook we can then look forward at what we want to achieve in the future, in a time frame, and look at areas in our life we would like to improve or change. We can then set out a plan and the steps we need to take to achieve these things.

Please refer to the “Looking forward, Looking Back” worksheet. Once you have completed this, then you can use one of the goal setting templates to create your plan, break it down into steps and set yourself weekly or monthly goals that you will do and reach, in order to achieve your final goals. Filling in one of these templates, writing it down and making yourself accountable is a vital part of moving forward and achieving your goals. If you don’t then it can drift, you can lose focus and it can seem too big and unachievable.

One thing we have all learnt from the pandemic is that we shouldn’t put off to next week what we can do this week as this is how things drift and weeks turn into months and then years.

Now is the time to now look at our goals and dreams and start to plan and make the changes that we want in our lives whatever they may be and work towards these.