

Name: _____

Realizing a Goal

Adapted from Cognitive Behavioral Therapy: Basics and Beyond (2nd Ed.), by Judith S. Beck, published in 2011 by Guilford Press (www.beckinstitute.org).

One cognitive behavioral therapy strategy for achieving a formidable goal is the “Graded Task Assignment” technique. The idea is to (1) breakdown the goal into workable components, (2) order the components into a logical sequence, and then (3) set deadlines to complete each component. You might also think of ways to reward yourself as you address particular components of the goal. On the next page you can see an example of how someone applied this technique to meet their goal of applying for jobs. In the table below, indicate your goal, note and then sequence its components, set plausible deadlines to complete each component, and note how you will reward yourself along the way.

Goal: _____

Order	Component	Deadline	Reward

Goal: Start applying for jobs

Order	Component	Deadline	Reward
<i>4th</i>	<i>Search for viable job openings</i>	<i>Feb 7th</i>	
<i>1st</i>	<i>Update resume</i>	<i>Feb 2nd</i>	
<i>2nd</i>	<i>Write a cover letter</i>	<i>Feb 4th</i>	
<i>3rd</i>	<i>Seek feedback on cover letter and resume, finalize</i>	<i>Feb 7th</i>	<i>Lunch with best friend</i>
<i>7th</i>	<i>Roleplay for job interviews</i>	<i>Feb 20th</i>	
<i>5th</i>	<i>Choose references, ask their permission</i>	<i>Feb 10th</i>	
<i>6th</i>	<i>Begin applying for at least two jobs per week, adapting application materials to each opening.</i>	<i>Feb 15th</i>	<i>Visit Taylor Guitar factory</i>