

# Statewide Rehabilitation Clinical Network

## Goal-setting workbook

### Instructions for editing the workbook

#### Step 1: Downloading workbook and templates

Download the **workbook** from the goal-setting in rehabilitation “guidelines and resources” webpage located here:

<https://clinicalexcellence.qld.gov.au/resources/goal-setting-rehabilitation/guidelines-and-resources>

Save the workbook in a folder on your local network drive.

Download a “**Step 2**” and “**Step 3**” template from the “Step 2 and 3 template options for page 14 and 15 of the workbook” located here:

<https://clinicalexcellence.qld.gov.au/resources/goal-setting-rehabilitation/guidelines-and-resources>

**Please note:** There are 6 pairs of Step 2 and 3 templates to choose from. Consider which template will suit your consumer/s best.

Save the step 2 and step 3 templates in a folder on your local network drive.

#### Step 2: Editing page 2

Once saved, open the workbook and scroll to page 2.

Here you have the option to insert information in the free text space (blue box). Refer to the *example workbook* for ideas.

If you don't type information in this space, it will print as a blank page (without the blue box).

The screenshot shows two pages from the workbook. Page 2 (left) has a large light blue rectangular area for text input, circled in red. The text inside the box reads: "Insert information in this free text space, if you wish. Refer to the example workbook for ideas. If you don't type information here, it will print as a blank page." The footer of page 2 says "2 | Welcome to rehabilitation". Page 3 (right) displays a "Table of contents" with the following items and page numbers:

Table of contents	
<b>Welcome to your rehabilitation journey</b>	4
What is rehabilitation?	5
Why do I need rehabilitation?	6
Who may I meet in rehabilitation?	7
Your rehabilitation service	9
What is a goal?	13
<b>Goal-setting</b>	
How do I set a goal?	12
1. What is important to me?	13
2. Agree on specific goals	14
3. Plan some actions	15
4. Take action	16
5. How did it go?	17
<b>Communication page</b>	18
<b>Find out more</b>	19

The footer of page 3 says "Goal setting workbook | 3".

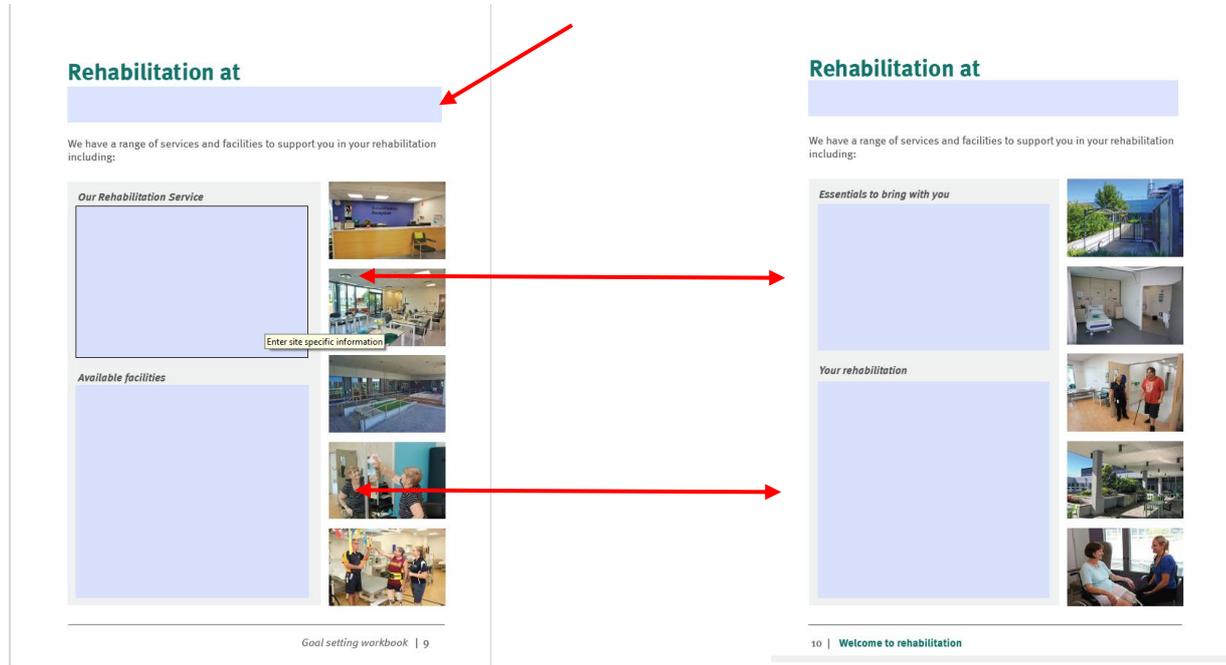
Click “Save” to save your changes.

### Step 3: Editing page 9 and 10

Scroll to page 9 and 10.

Type information about your rehabilitation service in the free text boxes.

Refer to example workbook for ideas.



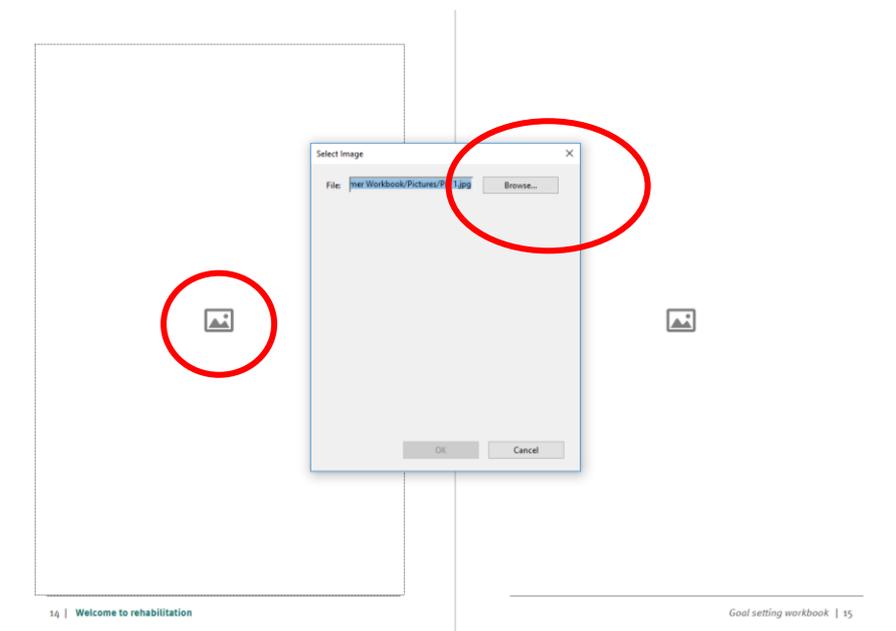
Click "Save" to save your changes.

### Step 4: Adding a "Step 2" template

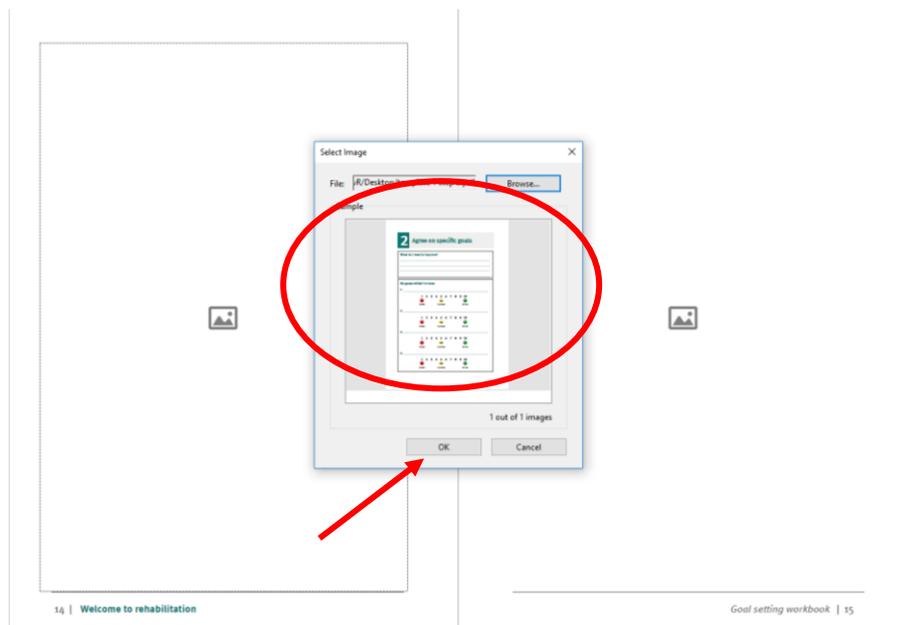
Scroll to page 14.

Click on the *picture* icon on page 14 and click the "browse" icon.

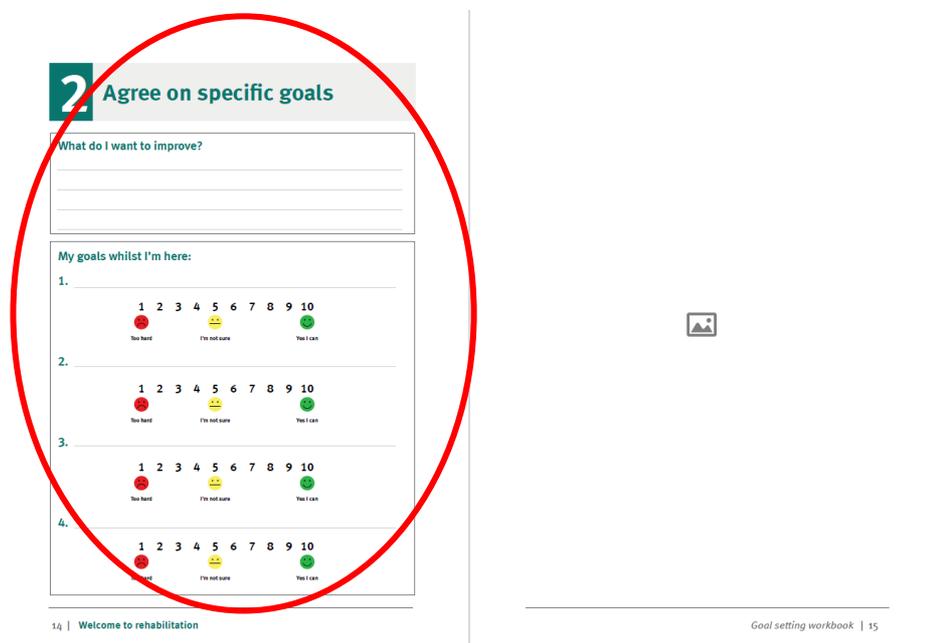
Search for the "Step 2" template you saved earlier (refer to step 1).



Double click or “open” the “Step 2” template. You will see it in the “select image” screen. Click OK



Your workbook should now have a “Step 2” template on page 14 of the workbook.



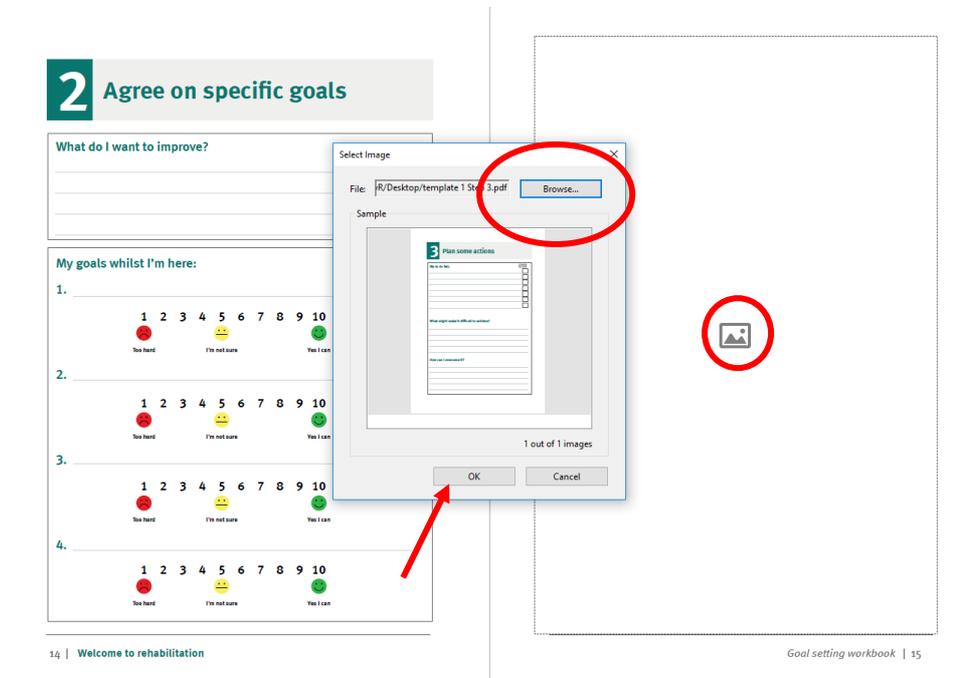
## Step 5: Adding a “Step 3” template

Go to page 15.

Click on the *picture* icon on page 15 and then click “browse” (as per instructions in step 4 above).

Search for the “Step 3” template you saved earlier (refer to step 1).

Double click or “open” the template. You will now see the template in the “select image” screen. Click OK



You will now have a “Step 2” and “Step 3” goal-setting template in your workbook.



## Step 5: Save and print the workbook

Click “save” to save your workbook with the edits you have made.

Select the “print” icon. We suggest printing on A4, in colour and double sided.

Print one copy first to test you have your workbook the way you want it. You can then print more as needed.

If your rehabilitation consumer needs extra goal-setting and action planning templates you can select them from the “Extra sheets” located here:

<https://clinicalexcellence.qld.gov.au/resources/goal-setting-rehabilitation/guidelines-and-resources>