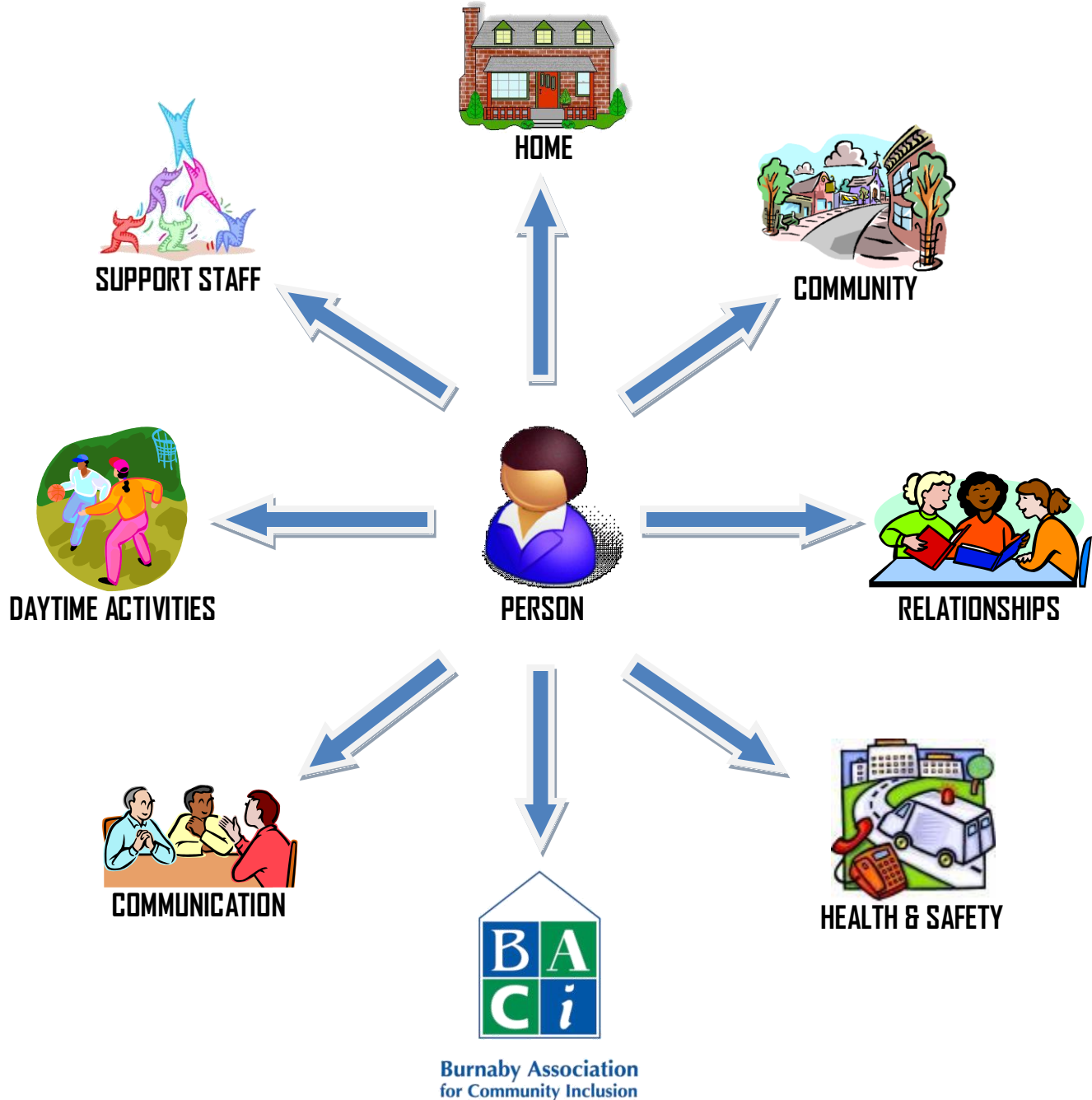


# BACI's Personal Planning Process



The Burnaby Association for Community Inclusion's Personal Planning Process is a way to find out what **EACH** person wants for their own life and future. It lets people know what is important to the person, who they want in their life, their likes, dislikes, hopes, dreams, and needs.

***A good life is different for every person – that's why we plan with EACH person...one person at a time...to find out and understand what they want.***

# A Poem on planning

Written by Barb Fowke, a member of People First Ontario

## Planning

Planning is preparing for the future

Planning is your day or preparing a meal or what to wear



Planning is facilitating

Planning is an idea

Planning is a journey

Planning isn't so easy sometimes

Planning is a lot of fun



Planning is listening to you

Planning is caring about your interests in what you do and what you want

Planning is a challenge

Planning is a helping hand

Planning is a goal that you wish to accomplish

Planning is a thought



Planning is an opportunity

Planning takes time, a long time



Planning is support

Planning is having fun

Planning is a chance to make new friends

Planning is a choice

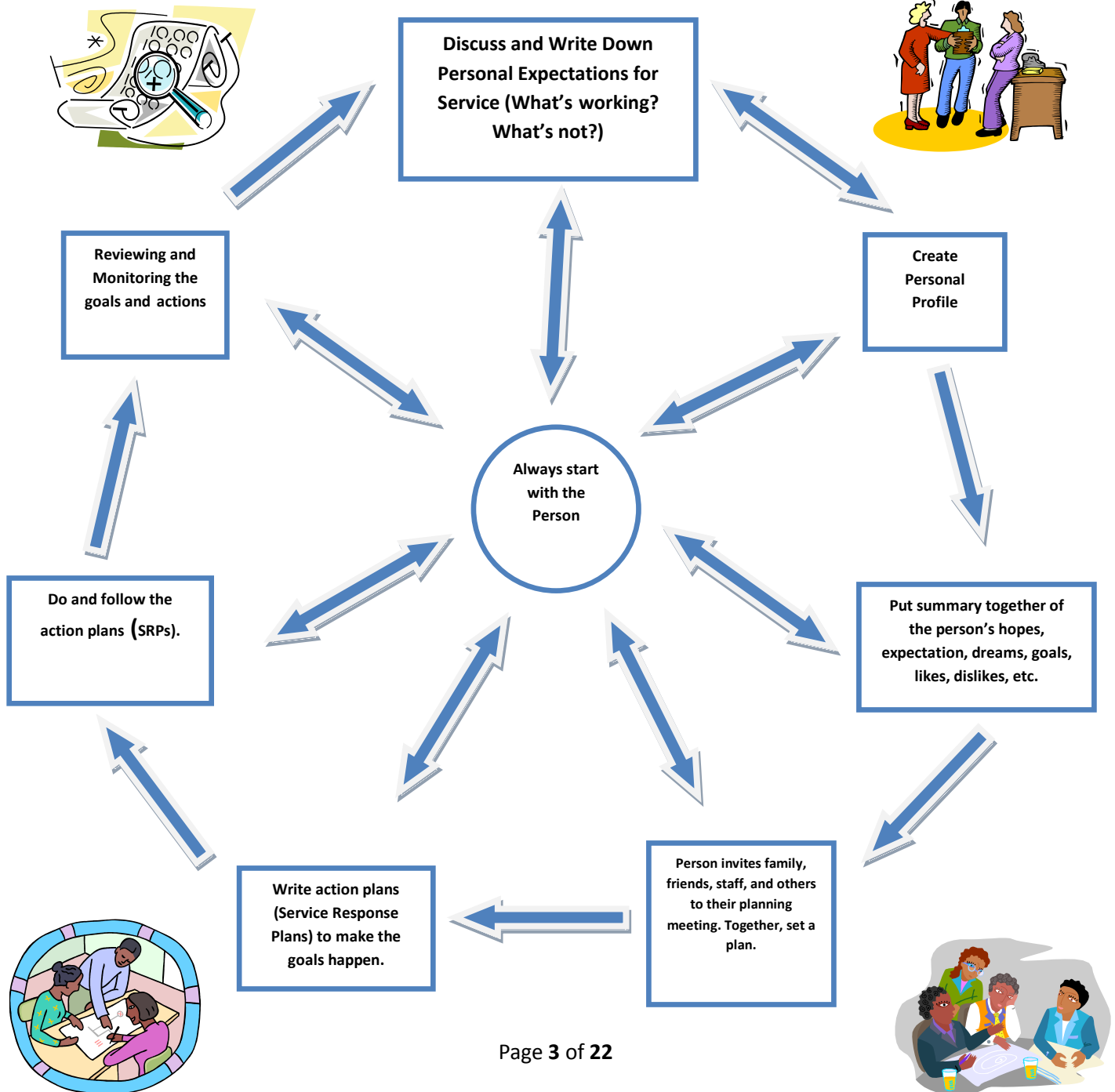
Planning is not sad

Planning is happy

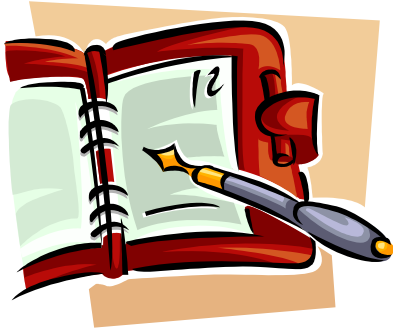


# Guidelines for Personal Planning

This is how the planning works



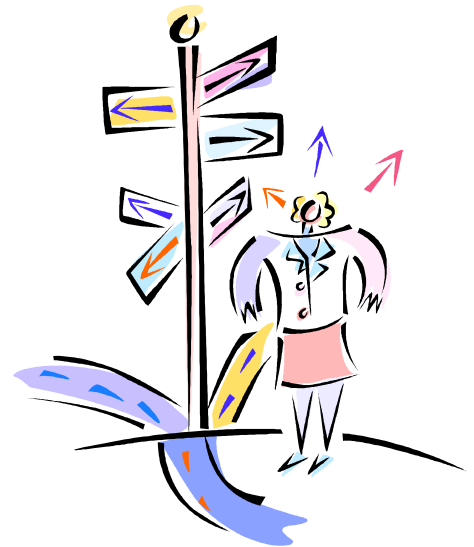
## What is Person Centred Planning?



Person Centred Planning is about the person and their life – now and the future. It's about what is **important to** a person and **what they want** and hope for in their life. All of us do person centred planning in our lives (daily, monthly, weekly, yearly, and more). **Good planning helps all of choose the actions to make things happen in our lives.**

Person Centred Planning helps others understand:

- ✓ What you want
- ✓ What you need
- ✓ What you think
- ✓ When you want to do things
- ✓ Who you want to help you
- ✓ How you want to be helped
- ✓ How you want to live your life



# Why do we plan?



- To make important decisions about your life
- Your life is changing



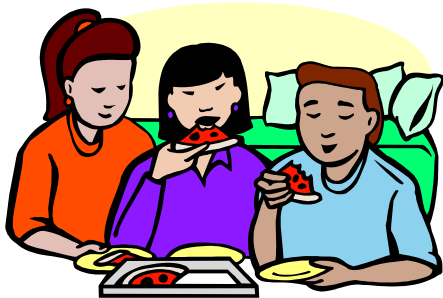
- To build a future



- To learn about your community and how to participate in it the way you like to.



- To have more choice and control over your life.



- To think about relationships
- To have more people in your life

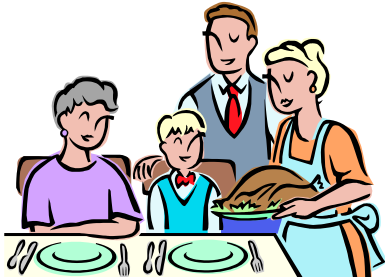


- To tell other people the best way to help you

## Who can help you plan?



- A facilitator
- Favourite staff
- Other people



- **Family**
- **Friends**
- **Close co-workers**
- **Your boyfriend or girlfriend**

People who **aren't** good choices to help you plan are:

- People who don't listen to you
- People you don't trust
- People who don't understand you
- People who don't believe in you





## How can BACI help you plan?

- By listening to you
- By talking to you
- By helping you set up a planning meeting
- By asking who you want at the meeting
- By asking when you want the meeting
- By asking where you want the meeting
- By asking questions that help you think about things you can do in the community
- By writing down what you say



## How do you plan?

Have a meeting with some of the people in your life to start planning.



You can meet wherever you want. For example:



- Your house or a friend's house



- A library



- A restaurant, coffee house, or cafe

# What is included in a plan?

It is your plan, so you get to choose what goes in it!  
A plan can have words, pictures, or both!

Your plan might also have information that helps people get to know you. This might include:

## Your vision



- your dreams
- your hopes for the future

## Getting to know you



- what's important to you
- your history
- your likes & dislikes
- your health
- your strengths and things that are difficult for you

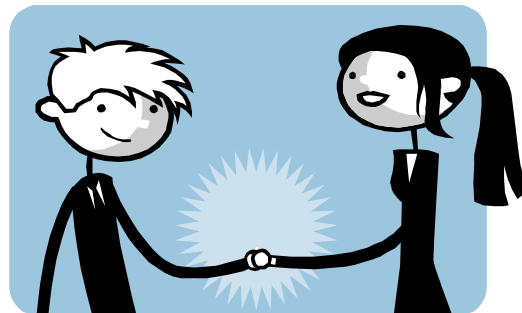
## Your relationships

A plan also includes who is in your life right  
now.



Thinking about relationships is a good way to discover:

- who you want to know better
- who you can spend time with

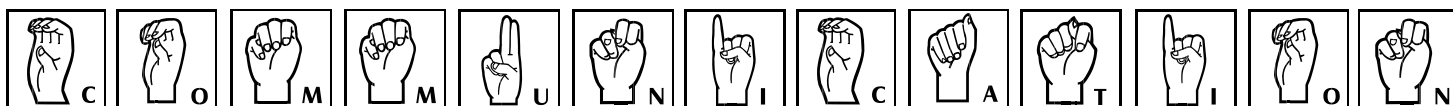


## Your Communication

A plan should also include how you communicate.



Knowing how best to communicate with you will be important for every part of your plan.



Here are some ways you may communicate:

- spoken word
- written word
- sign language

## Your talents and skills

A plan should also talk about the great things about you, like:



- your skills
- your strengths
- things you are good at
- things you enjoy doing
- things others count on you for
- things you would like to try



## Exploring and knowing your community

It is good to find things that you are interested in doing. In your plan, you might talk about places:

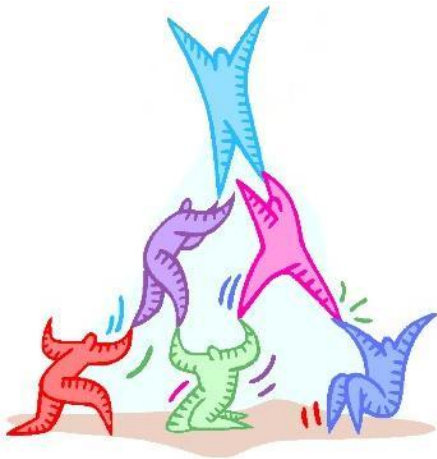


- where you can learn
- where you can volunteer
- where you can work
- where you can become a member
- that are nearby in your neighbourhood
- that you go to regularly
- that give you a sense of belonging

## Your needs

We all have certain needs to build a good life in community. It is good to put these needs in your plan. Some examples of your needs might be:

- daily activities
- health
- transportation
- experiences
- safety and safety
- skills
- support
- learning
- coaching
- relationships
- BACI
- learning
- Home life



## Now we know what you want, let's set Goals

Goals help you figure out what you want to do in life.

Goals can include:



- who you want to have in your life



- how you want to spend your day, evening, and weekend



- where you want to work or volunteer

## An example of setting a goal

If one of your goals is to **find a job**, then there are thinking steps and action steps you can take to work towards your goal.

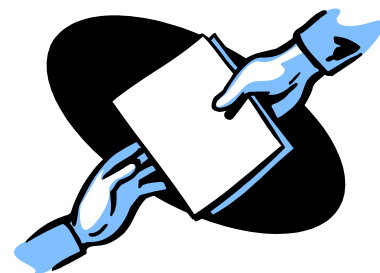
### Thinking steps

- think about the things you like to do
- think about the things you are really good at
- think about the things you would like to try



### Action steps

- match up the things you thought about with the kind of jobs you might do
- tell your family, friends, and supporters about the kinds of jobs you want so that they can help you look
- find out what the job is like by talking to people who are doing it now
- talk to an employment agency



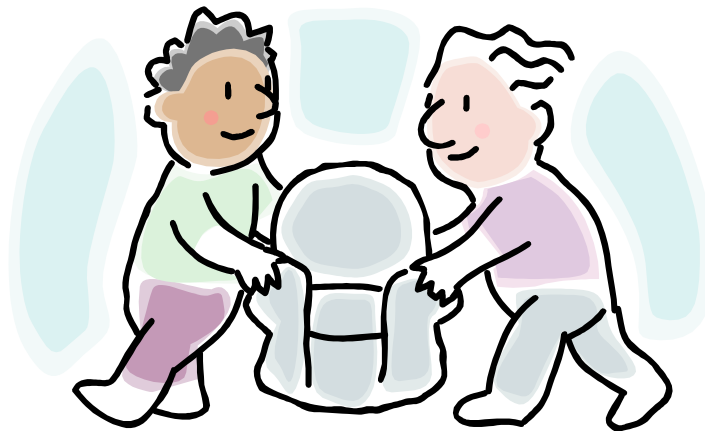
# Action

Now we know your **goals**, let's plan the **actions** (Service Response Plan)

Your plan will not just be something that is written down – you, with the help of your support team, will need to act on it and make it happen. Your plan should answer these questions:

- What is going to happen?
- How is it going to happen
- Who will help make it happen?
- When is it going to happen?

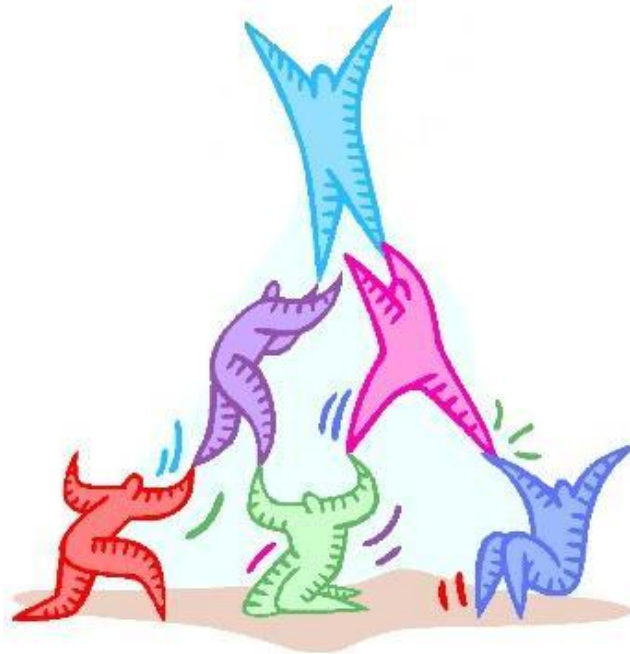
Person-centered planning **ALWAYS LEADS TO ACTION!**



# What support do you need?

It is helpful to think about the kinds of support you will need to make your plan happen. Your plan will probably have things you can do on your own, and things that you will get help with. Some people who might help you are:

- friends, family, and support circle members
- paid support workers
- neighbours
- your boss
- BACI
- Others who you mention at your planning meeting



This package created by the Burnaby Association for Community Inclusion partially adapted from the Individualized Funding Coalition for Ontario's "Creating a Good Life in Community: a Guide on Person-Directed Planning"

Reviewed: December 2, 2009

# Is everyone doing what they should be doing?

You will need to review your plan and make sure it still makes sense. In BACI's planning process, this is the checking and monitoring stage. You might ask questions like:



- Does my plan still fit me?
- Do I want the same things as I did before?
- Do I still have the same goals?
- Has anything changed?
- Is there anything new I like or want to add to my plan?
- Do I need more help or support to put my plan into action?

Once it's time to plan again, I'll sit down with my family, friends, and support team to write down what I want to stay the same in my life and what I want to be new or different in my life.

I can use BACI's Personal Planning papers to write down what I want and don't want. I can also use other ways to write this information down, like a calendar or a journal or picture symbols.

The most important thing is I decide **what I want and can do**. I may need help with creating my plan, putting it into action, and keeping safe. This is where my family, friends, and support team should be there for me.

# What do you do with a plan?



- Direct your supports



- Apply for money to get the supports you need
- Work towards your dreams and goals