



PLANNING

for Success



**REDUCING
DELAY**



No more

excuses

WORKBOOK

+ Action Plan

ABOUT THIS WORKBOOK

This workbook was designed to support you in starting your Arabic journey with confidence.

May Allah accept our efforts &
guide us all toward what is pleasing Him
Ameen

- DISCLAIMER -

This workbook is intended for participants of the
Online Training
Planning for success
ONLY

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means without our written permission.

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GOALS

الأهداف

Introduction

Reflections

Goal

AN IDEA OF THE FUTURE OR DESIRED _____ THAT
A PERSON OR A GROUP OF PEOPLE _____,
AND _____ TO ACHIEVE.

Why do we want to set goals?

SETTING GOALS >> SOLVE A PROBLEM

NOTES



PROCESS PROBLEM SOLVING

حَلُّ الْمَشَاكِلِ عَمَلِيَّةٌ

Step by Step process toward a better self bi'idhni'Allah



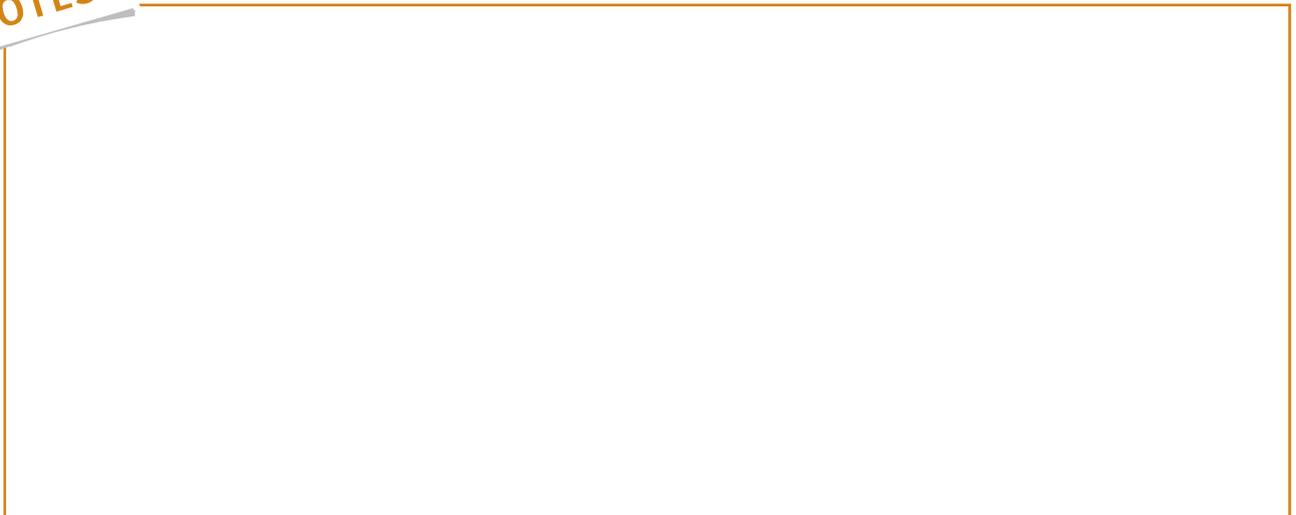
NOTES



- BEHAVIOUR-ORIENTED GOALS -

SUSTAINABLE CHANGE TOWARD HEALTHY BEHAVIOURS

NOTES



One small step at a time

- SETTING GOALS -



MAIN/DESIRED GOALS

DERIVED GOALS

It's not enough!

لَا يَكْفِي!

- S.M.A.R.T. GOALS -

SPECIFIC → What do I want to accomplish exactly?

MEASURABLE → How much? How will I know it's accomplished?

ACHIEVABLE → Can I realistically achieve this?

RELEVANT → Is my goal coherent with my situation?

TAWAKKUL → Putting my Trust in Allah subhanahu wa ta'ala

- REFLECT & RE-EVALUATE -

CREATING A ROUTINE

وَضْعُ رُوتِينٍ

ASSESSMENT

التَّقْيِيمُ

Is this goal adequate?

How can I make it better?

Redefine your goals

Celebrate your achievements & efforts

اِحْتَفِي بِاِنْجَازَاتِكَ وَمَجْهُودِكَ

Action Plan

#5: REDUCING DELAY



Al hamdulil'Allah, you have reached the end of this section & it's time to get to work sister! Read & Make use of the template provided.

Take it ONE STEP AT A TIME!

1- SETTING EFFICIENT SMART GOALS

Brainstorm about the problems you are currently facing in your Arabic Journey with your child to address them through setting adequate goals.

Use the templates provided to help you do that.

MY PROBLEMS

MY MAIN GOAL

Think big & be brave

DERIVED GOALS



brainstorm



MY SMART GOALS

Decide on what fits you and your learning journey best

GOAL #1: _____

Write details

SMART GOAL CHECKLIST

Check whether your goal is meeting all the criteria below:

- SPECIFIC
- MEASURABLE
- ACHIEVABLE
- RELEVANT
- TAWAKKUL

GOAL #2: _____

Write details

SMART GOAL CHECKLIST

Check whether your goal is meeting all the criteria below:

- SPECIFIC
- MEASURABLE
- ACHIEVABLE
- RELEVANT
- TAWAKKUL

GOALS TRACKER

🕒 ASSESSMENT ROUTINE (DAY, TIME, PLACE)

MY ARABIC LEARNING JOURNEY

Write each of your goal for reference

GOAL الَهَدَفُ

Assessment - اَلتَّيَقُّنُ |

1- IS THIS GOAL ADEQUATE? YES - نَعَمْ NO - لَا

2- HOW CAN I MAKE IT BETTER?

3- NEW DEFINED GOAL

4- ACHIEVEMENT (TO CELEBRATE):

GOAL الَهَدَفُ

Assessment - اَلتَّيَقُّنُ |

1- IS THIS GOAL ADEQUATE? YES - نَعَمْ NO - لَا

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