

# Personal Planning Book



foundation for  
people with  
learning disabilities

The Personal Planning Book was originally written by Barbara McIntosh and Andrea Whittaker. Several revisions and additions to this book have been made since the original version was first published.

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# Contents

<b>What is this book about?</b>	<b>1</b>
<b>Using this book</b>	<b>2</b>
<b>Personal details</b>	<b>3</b>
<b>Communication</b>	<b>4</b>
<b>Important people in my life</b>	<b>5</b>
<b>Your circle of support</b>	<b>6</b>
<b>My life now</b>	<b>7</b>
<b>My life story</b>	<b>8</b>
<b>Health and keeping safe</b>	<b>9</b>
<b>Good things about me</b>	<b>10</b>
<b>Things I like</b>	<b>11</b>
<b>Things I don't like</b>	<b>12</b>
<b>What would you like to do</b>	<b>13</b>
<b>Things that are important to me</b>	<b>14</b>
<b>Where I live now</b>	<b>15</b>
<b>Hopes and dreams for my future</b>	<b>16</b>
<b>My goals</b>	<b>17</b>
<b>Action plan</b>	<b>18</b>
<b>Action sheets</b>	<b>19</b>



# What is this book about?



**This book is to help you create a detailed personal plan for yourself.**



**You might need different people to help you with this.**



**This is your book. Keep it somewhere where it is easy to find. Use this book to tell people about you and what you want to do.**



**The information in this book should only be shared with other people if you say it is okay.**

# Using this book



The book has notes and ideas about filling in the book on some pages. These notes are for you and your advocate to use.



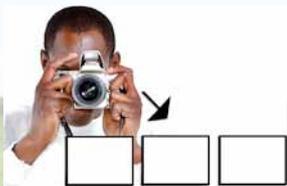
On other pages the book has spaces for filling in information.

Put a date on information in the book, so you can see when things change.

## Using photos, symbols and real objects with this book.



If you need help to understand what is in this book it is really important to get someone to help you. Look at and talk about the symbols together.



Add your own photos, symbols and drawings too. These could be of specific people and places that are important to you.



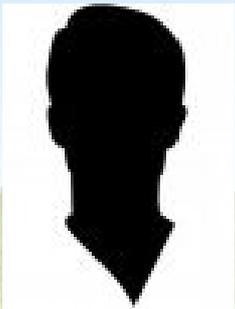
**You might find it helpful to use real objects when talking about things in this book. These could be things that you use to do the activity you are talking about.**

## **Who is filling this book in?**



**If you have higher level support needs you might need a facilitator or an advocate to put your ideas into this book for you.**

**You and your facilitator/advocate will need to get ideas from all the people who know you about how to fill this book in.**



\_\_\_\_\_ is acting as an advocate for me.

**Their Address:** \_\_\_\_\_

**Their phone number:** \_\_\_\_\_

**Their email address:** \_\_\_\_\_

# Personal details



Name: \_\_\_\_\_

Age: \_\_\_\_\_

Birthday: \_\_\_\_\_

Gender: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_



## Emergency contact

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_



**Religion:** \_\_\_\_\_

**Ethnic Origin:** \_\_\_\_\_

**Languages spoken and understood:**

\_\_\_\_\_  
\_\_\_\_\_



### **Advocate/Facilitator/Assistant**

**Name:** \_\_\_\_\_



### **Doctor**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Telephone:** \_\_\_\_\_

**My hearing (tick one):**



- Is good**
- Isn't very good and I wear hearing aid**
- Isn't good and needs attention**
- Other (please describe):** \_\_\_\_\_

**Date of my last hearing test:** \_\_\_\_\_

**My Sight (tick one):**



- Is good**
- Isn't very good and I wear glasses**
- Isn't good and needs attention**
- Other (please describe):** \_\_\_\_\_

**Date of my last eye test:** \_\_\_\_\_

# Person centred planning



Person Centred Planning is a way of planning your life the way you want it to be. It is good to do this because it gives you a chance to think about your plans for the next few years.

**Person Centred Planning means that:**



You are at the centre. You are supported to have people you know and care about help you plan for your future.



Your plan shows what is important to you now and in the future. It shows your strengths and explains what support you need.

Your family and friends will help you make your plan.

Your plan is there to write down what you want to change in your life.



# Communication



It is really important that everyone knows the best ways to help you communicate. Respecting how someone communicates is really important for a person's respect and dignity.



When communication is in a way that a person can understand and use, it means that they will be able to express their own needs, feeling and choices.

Sometimes a person may not understand what you are telling them, but won't say so. Try checking they have understood by asking questions.

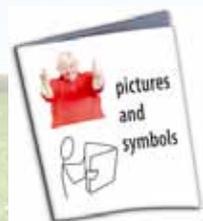


**Pointing to symbols**

**Writing**

**Talking**

**Body language and facial expression**



**Photos or pictures**

**Real objects**

**Signs and gestures**

**Drawing**

**A speech and Language Therapist can help with all these things.**

**What do I understand? (tick one)**



- I understand most of what you say**
- I understand short phrases**
- I understand some words**
- I don't seem to understand any words, but I understand facial expression and tone of voice.**

**If I don't understand you, I will let you know by:**



**I can communicate with you by using:**



**These are the special, individual things I do or need to communicate effectively:**

# Important people in my life



Who are the people who might be able to support you in planning for the future?



These people might be your family or the people who assist you at home.



They might be people you see at work or college or at your day centre.



They might be your neighbours.



They might be friends who you like to spend time with.

# Circles of support



**A circle of support is there to help you dream about, plan and create a desirable future.**

**A circle of support is made up of those people that are most important to you. You should choose a person to facilitate your circle.**



**This should be someone you like, who is able to get things done and to help improve your life. Everyone in the circle can make a contribution to helping get things done.**



**You would develop your plan with help from your circle of support. A project manager can support this process and ensure that you have access to opportunities and keep control over your future.**

**Use the chart on the next page to map out all the people in your life.**

# Circles of support

People paid to provide a service in my life - like hairdresser, GP, teacher

People I am involved with - like fellow students , club members

People I choose to spend my time with - like family and friends

The most important people in my life

Me

Who on this chart would you like to be in your circle of support?

# Your circle of support



**Dates of circle meetings**

**Circle members**

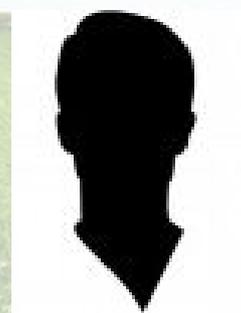


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**Address:**

**Phone number:**

**Email:**

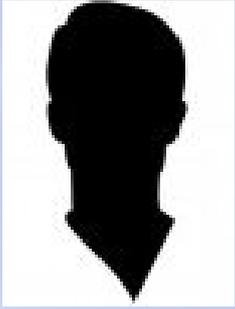


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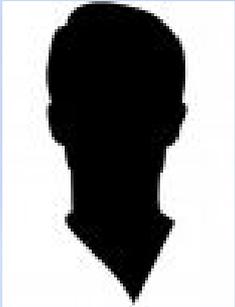


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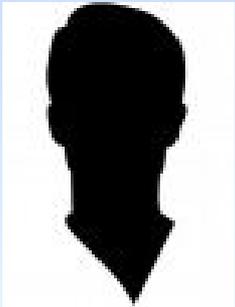


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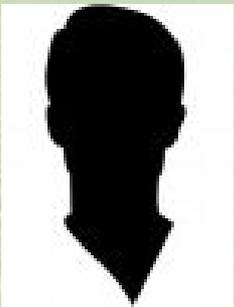


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**Phone number:**

**Email:**



**Name:**

**Address:**

**Phone number:**

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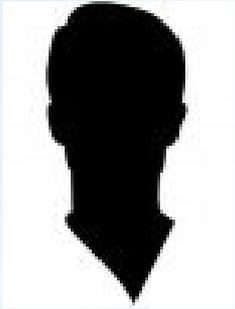


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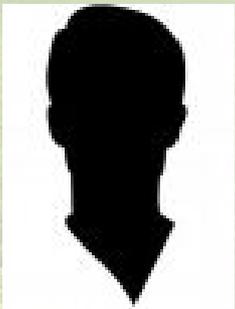


**Name:**

**Address:**

**Phone number:**

**Email:**



**Name:**

**Address:**

**Phone number:**

**Email:**

# My life now



Think about all the things you do during the week.



Fill in the timetable on the next page to show what you like to do and when. Don't forget to use pictures, Symbols and drawings.

These might be things like:



Going to clubs or group trips



Spending time at home



Going on trips



Visiting friends or relatives



Going to work, college or a day centre



Doing sports or exercising

# My life now

	Monday	Tuesday	Wednesday
Morning 			
Afternoon 			
Evening 			

Thursday	Friday	Saturday	Sunday

# My life story

Think about all the things you have done in your life so far. Put them all onto the life story page.

You might want to think about:



Where you have lived.



People you have met.



Holidays you have taken.



Things you have done at college, at work or at a day centre.



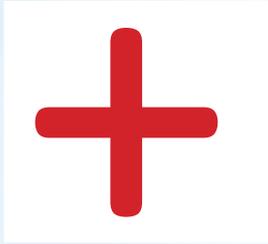
This section is important for helping to discover old interests, skills and old friendships that might be renewed. You should have a life history book or portfolio.

This gives you a way of knowing about yourself and developing an identity. It also gives you a way of sharing your life experience with others if you want to.

# Important events in my life

<p>I was born on the:</p>				
				

# Health and keeping safe



Think about things that you need to keep you healthy and safe.

You might want to think about:



When did you last go to the doctor?



What medication do you take?



Things you should not do.



Foods you should not eat.



Things you are allergic to or that make you sick.



Situations that make you upset, angry or frightened.

# My health details



**My NHS number:**



**My GP's name, telephone number and address:**



**Names of other doctors or health professionals I use:**



**What my health needs are:**



**What medication I take:**

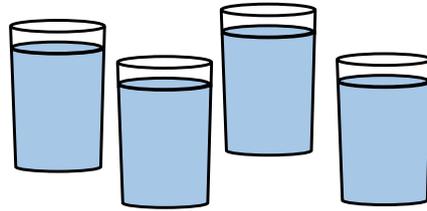


**How do I keep myself safe:**

# Top tips to being healthy



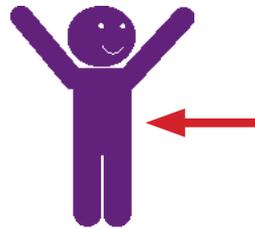
**Eat 5 portions of fruit or vegetables every day.**



**Drink lots of water every day.**



**30 minutes of exercise every day.**



**Having a waist size less than 32 inches (women) or 37 inches (men).**



**Not smoking.**



**Not drinking more than 2 alcoholic drinks per day.**



**Go for regular health checks.**



**Keep notes of your health.**

# Top tips to stop you feeling down



**Do something you are good at.**



**Keep in touch with friends and family.**



**Take time to relax.**



**Help others.**



**Keep calm.**



**Sleep well. 8 hours is best!**



**Talk about your feelings.**



**Ask for help when you need it.**

# Good things about me



Think about all the things you like about yourself.

Use photos, pictures, symbols and drawings to fill in the next page.

You might want to think about:

Things you are good at



Things you are proud of



Nice things people say about you



Remember to put all the little things that make you special!

# Good things about me



# Things I like



Think about all things you like doing.

Use photos, pictures, symbols and drawings to fill in the next page.

You might want to think about:



Foods you like.



Things you like doing at college, work or where you meet other people.



Things you do to relax.



Things you like to do at home.



Places you like to go with special people.



Films and music you like.

# Things I like

Use this space to write, draw or add photos of things you like.

# Things I don't like



Think about all the things you don't like.

Use photos, pictures, symbols and drawings to fill in the next page.

You might want to think about:



Things you don't like doing at work, at college or at the day centre.



Things you don't like doing at home.



Things you don't like to eat.



Things that make you scared, sad or angry.

# Things I don't like

Use this space to write, draw or add photos of things you don't like.

# What I want to do



Think about the things you would really like to do.

These might be things you do already.



Use photos, pictures, symbols and drawings to fill in the next pages for:

- Best week day

- Best weekend

- Best evening

# My best week day



If you could do anything, what would it be?



What would you do when you got up?



What would you choose to eat during the day?



What activities would make you happy?

# My best weekend



If you could do anything, what would it be?



What would you do when you got up?



What would you do on Saturday?



What would you do on Sunday?

# My best evening



What would you do when you first got home?



What would you choose to eat?



What would you do before you went to bed?

# Things that are important to me

Think about the things that are important for you to have in your life.

Use photos, pictures, symbols and drawings to fill in the next page.

You might want to think about:



Important people.



Things that are important for you to remember.

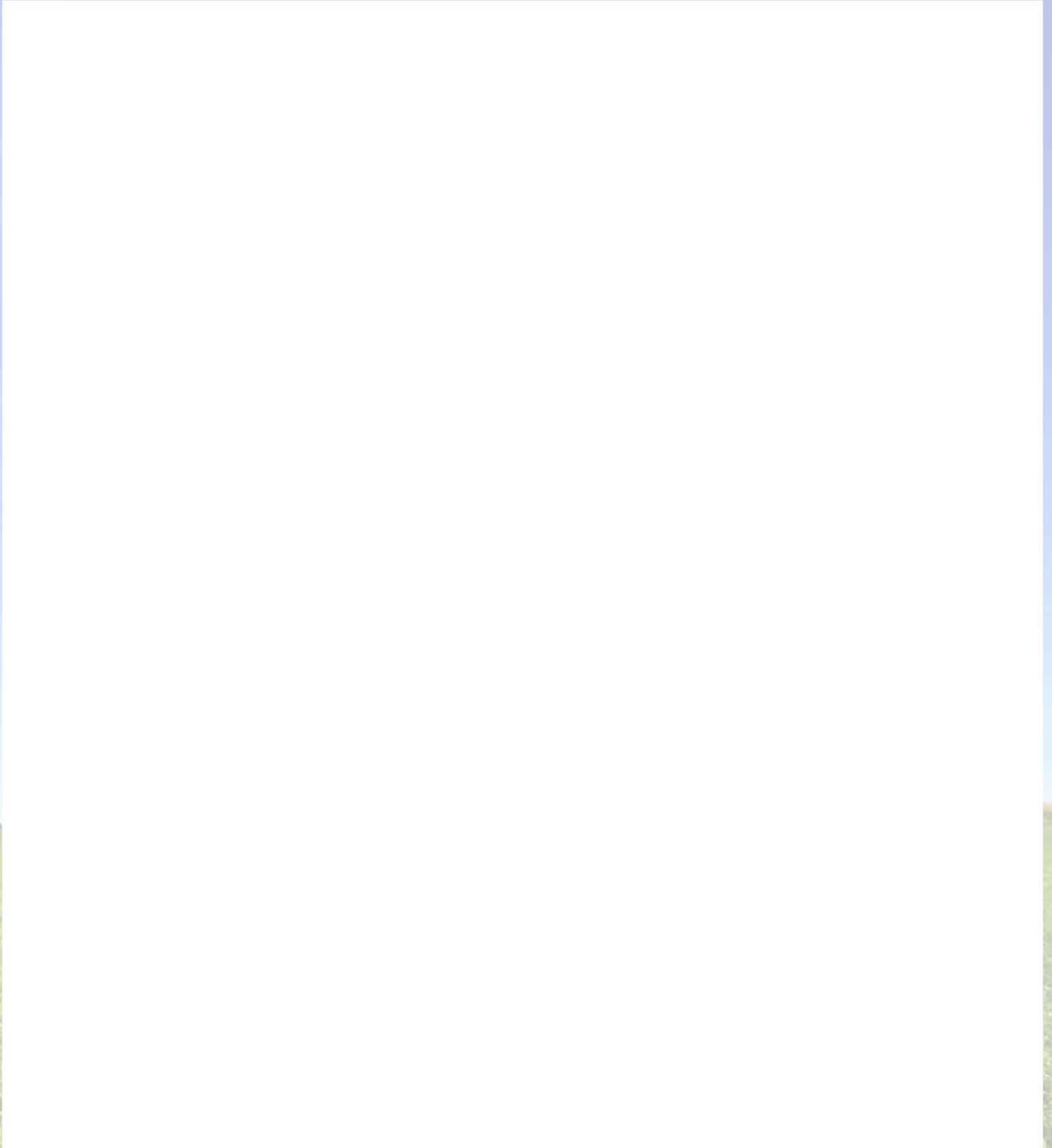


Things that you want to make sure are in your life everyday.



Things that you want to make sure are never in your life.

# Things that are important to me



# Where I live now



Think about the place you live now.

You might want to think about:

- What you like about it
- What you don't like about it
- Where would you like to live in the future?



Things that might be important to you:



The people you would live with.



The sort of house you would live in.



A room of your own.



Your own keys.



Having people to help you.



**What do you like about where you live now?**



**What don't you like about where you live now?**



**Where would you like to live in the future?**

**What things are important to you about this?**

# Planning your support

What do you enjoy doing?

How would you like to spend your time?

Here are some examples:



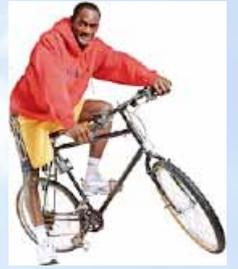
**Art**



**Seeing friends and family**



**Shopping**



**Sports**

# When you might need support

Maybe around the house or when you go out  
Here are some examples:



**Cooking**



**Seeing friends  
or family**



**Going out**



**Taking tablets**

# Money: Personal budget or direct payment



Money you receive is usually called a Direct Payment or Personal budget. It means you can choose what support you need and when you want that support. If you choose this option, in this section we have some ideas to help you think about what you want to do with the money and who can support you.



You may also get some support if you are still at college. This means you can employ a Personal Assistant who will help you if you need support to get out or if you need help at home.

How much money have you been given?



- If you have lots of money, you may want to hire a few people. If someone is ill, you might want other people who could work extra.

- People bring different skills, so you may not want all your team being the same age or with the same interests.

# How to interview for support workers

If you have been given money from the local authority and you want to use it to employ your own staff, here are some ideas to help you to get started.

Who do you want to employ?



Think about the age of the person or team of people who will be supporting you.



Do you want a man or woman or both? If you want someone to help you with washing, then you may want someone of the same sex as you.



Do you want to go clubbing or do sports, if so, think about hiring a young person for these tasks.



Do you want to learn things? If so perhaps there are retired teachers or student teachers who may be interested in helping you.

## Where can you advertise for a support worker?



- Colleges of further education
- Hospitals (for students nurses and doctors)
- Schools (for students teachers)
- The local leisure centre or athletics club if sports is your interest.
- Do you have neighbours who are interested?

## Safety



Any personal Assistant Should get a CRB check (Criminal Records Bureau check) from the police. This means that they have not been in trouble with the police.

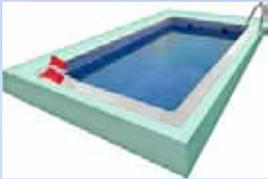
If you are going to someone drive your car, they must have an up to date driving licence and be insured.

# Hopes and dreams for my future



Think about things that you would like to do in the future?  
Use photos, pictures, symbols and drawings to fill in the next page.

You might want to:



Learn to swim



Do a work placement



Go to college



Go out with your friends more often



See your family more often



Go on holiday



Learn to use the internet



Use the telephone

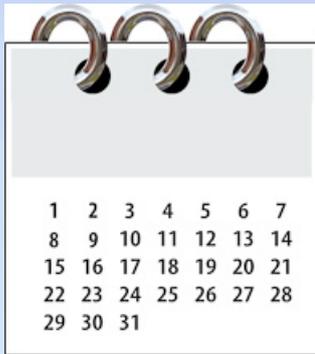
# Hopes and dreams for my future

What are your hopes  
and dreams for the  
future?

# My goals



Date these goals were set:



Goals for one months time:



Goals for three months time:

# My goals



**Goals for one months time:**



**Goals for three months time:**

# My action plan

<p><b>Goal</b></p> 	<p><b>What happens first?</b></p> 	<p><b>Who will do it?</b></p> 

# My action plan

When will it be done by?



What help might you need?



How will you know when you have achieved this?




# Action sheets

<p>Your chosen goal</p> 	<p>What did you learn when you did it?</p> 	<p>How can this knowledge approve your life?</p> 	<p>What is the next step?</p> 

# Further resources

## **In Business**

A range of consultancy support, resources and tools to create exciting employment opportunities for people with a learning disability. On our website you can find numerous downloadable guides and tools to help people who have an idea for becoming self employed.

[www.learningdisabilities.org.uk/in-business](http://www.learningdisabilities.org.uk/in-business)

## **My Future Series**

A series of guides and tools to support young people and their-- families after leaving school or college.

[www.learningdisabilities.org.uk/what-kind-of-a-future](http://www.learningdisabilities.org.uk/what-kind-of-a-future)

## **Shop for Support**

A website that explains all the types of support people can buy with their personal budgets.

<https://www.shop4support.com/s4s/ui/content/Home.aspx>

## **Helen Sanderson Associates**

Offers resources on person centred thinking.

<http://www.helensandersonassociates.co.uk/about-us.aspx>

## **About the Foundation for People with Learning Disabilities**

We promote the rights, quality of life and opportunities of people with learning disabilities and their families. We do this by working with people with learning disabilities, their families and those who support them to:

- do research and develop projects that promote social inclusion and citizenship
- support local communities and services to include people with learning disabilities
- make practical improvements in services for people with learning disabilities
- spread knowledge and information

**[www.learningdisabilities.org.uk](http://www.learningdisabilities.org.uk)**

The Foundation for People with Learning Disabilities is part of the Mental Health Foundation.



**Foundation for People with Learning Disabilities**

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**changing  
lives**