**3 Step Goal Planning Worksheet**

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| **Goal: Be a better communicator**  **EXAMPLE** | | | |
| **Next Steps**  to accomplish goal | **Monthly Activities** | **Monthly Reflection**  to accomplish next steps | **Next Step Accomplished** |
| Share positives about teachers with principal | * Schedule meetings (every Monday 11:30 to 12:00) * Gather feedback from teachers * Determine what to share and in what format * Prepare for meetings * Keep track of positives shared in a filing system * Meet on a regular basis * Add at least one positive note in each teacher’s mailbox | **What went well this month?**  *Almost all of the meetings I scheduled, occurred, so I feel like I am really on track for meeting the goal I set.*  **What do you want to revisit or adjust?**  *I also provided a lot of feedback to my principal about teachers but didn’t feel like I provided enough feedback directly to teachers, so I’m going to try to write more notes and place them in teacher’s mailbox this month.* | Date: |
| Place notes in mailboxes |  |  | Date: |
| Attend meetings on a regular basis |  |  | Date: |
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|  |  |  | Date: |
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