**3 Step Goal Planning Worksheet**

|  |
| --- |
| **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:  |
|  |  |  |  |

|  |
| --- |
| **Goal:**  |
| **Next Steps**to accomplish goal | **Monthly Activities** | **Monthly Reflection**to accomplish next steps | **Next Step Accomplished** |
|  |  |  | Date:  |
|  |  |  | Date:  |
|  |  |  | Date:  |
|  |  |  | Date:  |

|  |
| --- |
| **Goal:**  |
| **Next Steps**to accomplish goal | **Monthly Activities** | **Monthly Reflection**to accomplish next steps | **Next Step Accomplished** |
|  |  |  | Date:  |
|  |  |  | Date:  |
|  |  |  | Date:  |
|  |  |  | Date:  |

|  |
| --- |
| **Goal:**  |
| **Next Steps**to accomplish goal | **Monthly Activities** | **Monthly Reflection**to accomplish next steps | **Next Step Accomplished** |
|  |  |  | Date:  |
|  |  |  | Date:  |
|  |  |  | Date:  |
|  |  |  | Date:  |

|  |
| --- |
| **Goal: Be a better communicator** |
| **Next Steps**to accomplish goal | **Monthly Activities** | **Monthly Reflection**to accomplish next steps | **Next Step Accomplished** |
|  |  |  | Date:  |
|  |  |  | Date:  |
|  |  |  | Date:  |
|  |  |  | Date:  |