**6 Step Goal Planning Worksheet**

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| **Goal: Be a better communicator**  **EXAMPLE** | | | |
| **Big steps**  to accomplish goal | **Details (small steps)**  to accomplish big steps | **Monitor Monthly**  to accomplish details | **Big 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 | * Schedule meetings * Gather feedback from teachers | Date: |
| Place notes in mailboxes |  |  | Date: |
| Attend meetings on a regular basis |  |  | Date: |
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