**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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