

Monthly Goals Worksheet

This worksheet is designed to help you set monthly professional development goals. With this worksheet, you are able to choose your own target areas, set your own check points, and assess your own performance at the end of the month.

Setting SMART goals

Setting SMART goals is one of the most effective ways to bring structure and accountability to your reflective teaching practice. Setting SMART goals helps you to clarify your ideas and use your time and resources productively to increase your chances of meeting your goals. SMART stands for SPECIFIC, MEASURABLE, ACTION, RELEVANT and TIMELY.

SPECIFIC	MEASURABLE	ACTION	RELEVANT	TIMELY
<p>When choosing your goal for the month, be as specific as you can. For example, instead of writing "Improve my classroom management", a specific goal would be "Identify and implement three new classroom management techniques and measure their effectiveness on my classes".</p> <p>Tip: to set specific objectives, try to ensure you can answer the five 'Ws' questions: Who?, What?, Where?, When? and Why?</p>	<p>To help you track your progress, it is important that your goals are measurable. How will you know when you have accomplished your goal? What does success look like? You might find a bullet point list in this section helpful.</p>	<p>This section outlines the specific actions you will take to achieve your goal. If we go back to our first example, you may include things like attending webinars, reading articles or books, talking with trusted colleagues, or even observing other teachers.</p>	<p>Why is this goal important to you this month? Think about why this area is on your mind, and make a note of any specific moments where you noticed a need for you to focus on this topic area. How will making changes help you in the future?</p>	<p>This section of SMART goal setting helps to keep you on track with meeting your goals. Set yourself deadlines for completing each of your steps. Be realistic about your time and what you can achieve during the month.</p>

At the end of the month:

Use the Monthly Goals Worksheet to reflect on your experiences at the end of the month. It is there for you to make a note about what you have learned through the process and whether you feel you have reached your goal. You should also use the space to make a note of your biggest challenges and achievements over the month. If you still find you have work to do, why not create a new sheet for the next month and continue working on your CPD.

Monthly Goals Worksheet

Date:

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SMART goal check in

Steps you have taken towards achieving your goals this month:	Your biggest accomplishments/challenges:	Next steps you still need to take: