



Tool: Goal-Setting & Reflection Template

Goal-setting and reflecting is a part of every learner-centered practitioner's and learner's practice. Goals may vary from big or small, long or short term, but they will always serve as a clear articulation of a desired outcome against which progress can be evaluated and measured.



This tool is intended to support educators and leaders to set meaningful and relevant goals that will support a growth mindset and continuous improvement. [Research](#) shows a strong correlation of high quality goal-setting and reflecting routines to increased motivation, self-efficacy and engagement while decreasing anxiety. However, not all goals are equal.

What are high-quality goals?

- **Goals that are relevant and meaningful to you.** Goals that are given to you, without a lot of context or meaning making for you, are less motivating and end up being compliance goals rather than goals you can meaningfully work towards. For goals that are given to us, whether that be from an employer, an educator or are necessary for external purposes, there should be a clear why that feels meaningful and relevant to us. In addition, all of us, including young learners, should have the opportunity to exercise our agency and set our own goals based on our interests, passions and needs.
- **Goals that are set, reflected on and adjusted regularly.** Goals should be living documents that are referred to regularly and frequently for reflection and refinement. Reflection can fuel progress, inform next steps and help you pause and celebrate small and big wins towards accomplishing a goal.
- **Short-term, mastery-based goals.** A long-term, outcome or performance-based goal (ie. I will finish the Ironman in 2 years) can provide you the why that is so important and gives you clarity of where you are headed. However, the most effective way to work towards that big goal is to have short-term, process or mastery-focused goals (i.e. *I will improve my mile time by 1 min each month for 3 months*) that help you see progress and support a growth mindset.



Goal-Setting and Reflection Template

Reflection

What is your long-term goal? Why is this goal important to you?

What is a specific & measurable goal that you can achieve in the short term to make progress towards your long-term goal?

Who are the people and what are the resources/tools that can support you in achieving your goal?

What obstacles could get in the way of achieving your goal? What is your plan to overcome those obstacles?

When do you plan to accomplish your goal? How frequently will you return to your goal to reflect and make adjustments? *Add dates on next page*



Reflection, / /

What progress have you made towards your goal? What has helped you make progress?

What has been challenging? Are there any adjustments you need to make to your plan?

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MORE IDEAS & RESOURCES

- ❑ Want to think more deeply about goal-setting routines and how to meaningfully set goals with learners? Take our course, [Develop Learner Agency](#).
- ❑ Interested in leveraging design thinking and improvement science to set and achieve meaningful goals? Take our [Learner-Centered Leadership for Meaningful Change](#) course.
- ❑ Set goals with learners using [goal-setting frameworks and protocols](#).
- ❑ A former superintendent shares some convenient and inconvenient truths about goal-setting in [All Goals Are Not Created Equal](#).
- ❑ Make goals visible! Hang up goals on a physical or virtual wall.

How might you build reflection routines into your daily or weekly practice?

How can reflection fuel your goal-setting routines?

How can you leverage these goal setting strategies with learners?



NEW INSIGHTS

As you reflect on your goals and your action plan, what is helpful about pre-planning your goal-setting routine and reflection frequency?