

YOUR PD GOAL GETTING ACTION PLAN

Directions: Complete the right-hand column for each of your professional development goals. Then, save your document as a PDF, and share it with your administrator, coach and/or colleague. Print a copy for your reference, and post it in your daily workspace. At least weekly, reflect on your progress to determine if you should continue as you were or revise the plan based on progress toward your SMART goal.

G=GOAL

Set specific goals with an end date and baseline information.

SMART GOAL:

R=REALISTIC GOAL

Answer the questions, "What specific actions will I take to reach my goal? When, where, what and how often?"

WHAT:

WHEN:

WHERE:

HOW OFTEN:

O=OBSTACLES

Identify roadblocks and proactive solutions to use when you encounter the challenges.

ROADBLOCK:

SOLUTION:

W=WHO AND WHAT

Identify who can support you and what resources are available for help.

SUPPORT SYSTEM:

RESOURCES:

T=TRACKING

Develop a tracking system to both progress monitor and reflect.

TRACKING SYSTEM:

REFLECTION OPPORTUNITIES:

H=HABITS

Identify new habits that are necessary to reach the goal and habits that will need to be maintained after the goal is achieved.

HABITS FOR ACHIEVEMENT:

HABITS FOR MAINTENANCE: