

Goals Check-in

The new Goals Check-in feature in myFolio encourages active reflection and real-time iteration for faculty and staff. Grounded in psychological principles that tell us that “small wins” and ongoing accountability have the power to keep us motivated and on-track toward reaching longer-term goals, this new feature facilitates a monthly reflective practice during which users:

- Review each of their individual Goals;
- Update the associated Action Items by adding comments, marking as complete, or adding additional Action items;
- Detail their learnings in relation to each Goal since the last check-in.

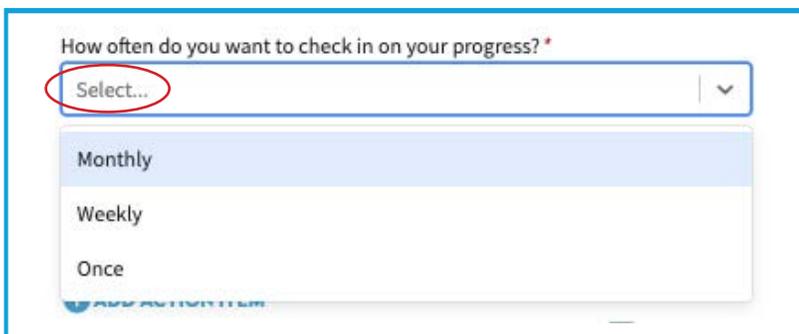
Why is this important?

myFolio is built upon the belief that growth matters. Research shows us that one of the best ways to encourage a growth mindset is to encourage faculty and staff to set meaningful, challenging Goals - and to provide opportunities along the way for folks to pause, reflect, and adjust their approach toward reaching these Goals. In this way, Goal-Setting moves away from a fixed or binary “I met my Goal or I didn't meet my Goal” experience and toward a true learning process in which challenges spur growth and nurture resilience. As [Angela Duckworth's work](#) shows us, challenging goals — coupled with intentional reflection — help us develop grit and persistence, both of which are particularly important for faculty and staff this year. When embedded within the Goals process, consistent reflection also allows us to “generate breadcrumbs” for ourselves. Using the Goals Check-in, faculty and staff are able to chronicle and refer back to those learnings over time, which becomes particularly important when faced with similar scenarios going forward. These breadcrumbs empower folks to “[trust their wise selves](#)” rather than relying on others' to solve their problems for them. And with increasing self-empowerment comes increasing self-confidence and self-efficacy, all of which are key determinants of performance and retention.

What does this look like in myFolio?

First, users must enable check-ins for their Goals.

- For existing Goals, they need to edit the Goal which will take them to the “Add Action Items” step of the Goal Wizard, where they can select “Monthly” from the Progress Check-In drop-down.
- For new Goals, on step 5 of the Goal Wizard - where users can add Action Items — users simply need to select “Monthly” from the Progress Check-In drop-down.



How often do you want to check in on your progress? *

Select...

Monthly

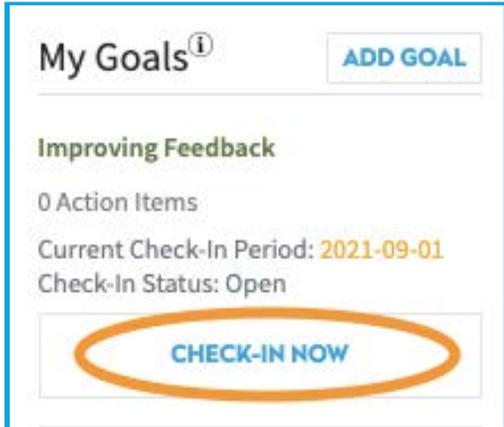
Weekly

Once

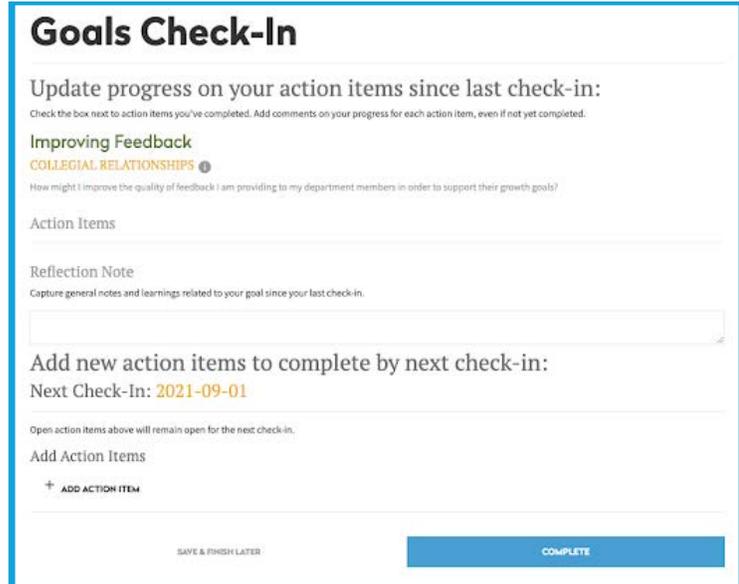
continued >>

Next, once the Goals Check-in has been enabled, the Monthly Check-in widget will be visible on the right hand side of the myFolio Home Page; users will be able to check-in once per month, beginning on the first day of every month.

- Users will click on the “Check In” button and be taken to a Check-in page to complete the Goals Check-in process.

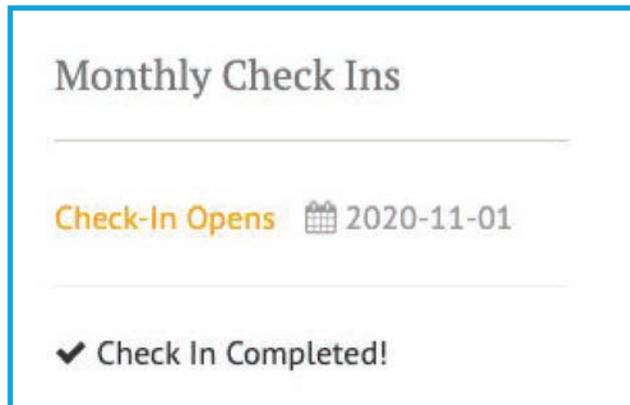


The screenshot shows a widget titled "My Goals" with an information icon. It features an "ADD GOAL" button in the top right. Below the title, the goal is "Improving Feedback" with "0 Action Items". The "Current Check-In Period" is "2021-09-01" and the "Check-In Status" is "Open". A prominent "CHECK-IN NOW" button is circled in orange at the bottom.



The screenshot shows the "Goals Check-In" page. It prompts the user to "Update progress on your action items since last check-in:" and includes a note: "Check the box next to action items you've completed. Add comments on your progress for each action item, even if not yet completed." The goal is "Improving Feedback" under the category "COLLEGIAL RELATIONSHIPS". A reflection question is posed: "How might I improve the quality of feedback I am providing to my department members in order to support their growth goals?". There is a section for "Action Items" with a text input field. Below that is a "Reflection Note" section with a text area and a note: "Capture general notes and learnings related to your goal since your last check-in." The page also shows "Add new action items to complete by next check-in:" with a "Next Check-In: 2021-09-01". A note states: "Open action items above will remain open for the next check-in." There is an "Add Action Items" section with a "+ ADD ACTION ITEM" button. At the bottom, there are two buttons: "SAVE & FINISH LATER" and "COMPLETE".

- By clicking on the “Next Goal” button, users will be able to complete Check-ins for each existing Goal, one at a time. Each Check-in includes opportunities to mark any completed Action Items, leave notes pertaining to your progress on those items, add New Action Items, and leave an overall reflection on your progress toward each individual Goal.



The screenshot shows a widget titled "Monthly Check Ins". It displays "Check-In Opens" with a calendar icon and the date "2020-11-01". At the bottom, there is a checkmark icon followed by the text "Check In Completed!".

On the last Goal there is a Complete button; once the Check-in is completed, the user is taken back to their Home Page.

Try this!

The new Goals Wizard and the Goals Check-in feature in myFolio allow users a greater degree of flexibility over their Goal-Setting process than ever before. Here are a couple of ways to take advantage of this flexibility!

- Instead of planning out action items for the entire year, start small: keep a running list of “action items” to plan out the work for the next month or so. Check these action items off as completed and add more “bite-sized” steps along the way:



Add new action items to complete by next check-in:

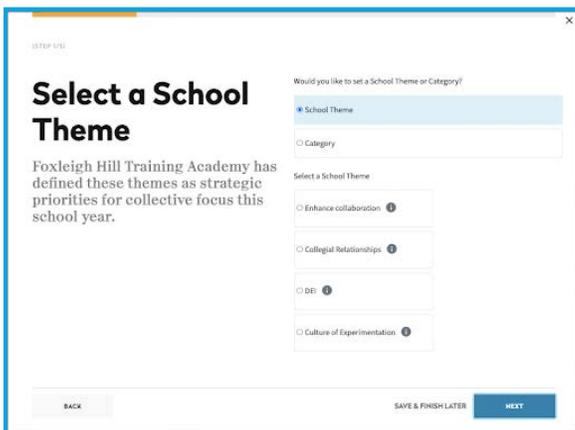
Next Check-In: 2020-11-01

Add Action Items

Save & Finish Later

NEXT GOAL

- Who says that Goals need to span the entire school year? Think about setting semester or cycle Goals instead; once completed, be sure to add new Goals, aligned with your school's big picture priorities or Themes.



STEP 1/3

Select a School Theme

Foxleigh Hill Training Academy has defined these themes as strategic priorities for collective focus this school year.

Would you like to set a School Theme or Category?

School Theme

Category

Select a School Theme

Enhance collaboration

Collegial Relationships

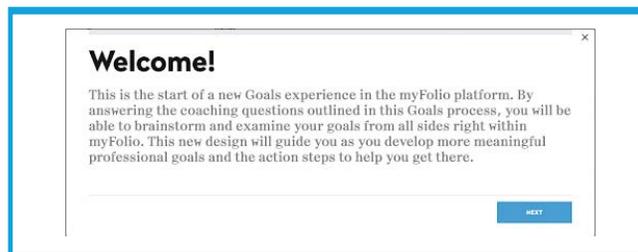
DE

Culture of Experimentation

BACK

SAVE & FINISH LATER

NEXT



Welcome!

This is the start of a new Goals experience in the myFolio platform. By answering the coaching questions outlined in this Goals process, you will be able to brainstorm and examine your goals from all sides right within myFolio. This new design will guide you as you develop more meaningful professional goals and the action steps to help you get there.

NEXT

Want to share your school's great Goal-Setting work with the Folio community? We'd love to hear from you! [Email members@foliocollaborative.org](mailto:Emailmembers@foliocollaborative.org), today.

Interested in learning more about Goal Setting in my Folio? Check out these great pieces from the Folio Insights and Tools collection:

- [Why Goal-Setting Matters More Than Ever](#)
- [Facilitating a Goal-Setting Faculty/Staff Meeting Using the myFolio Goal Wizard](#)
- [Racial Equity and Inclusion Goal-Setting Tool](#)

The Folio Collaborative team is here to work alongside you. Let us help you create a concrete roadmap for strengthening your school's approach toward professional learning. Contact members@foliocollaborative.org to set up a call to discuss the new myFolio features and plan your school's implementation approach.

