Reverse Goal Setting

We've all learned a ton this year. How can we organize and capture that learning for the benefit of ourselves and others? The questions below are rephrased versions of the ones in the myFolio Goals Wizard; these rephrased versions are intended to be retrospective, to help faculty and staff reflect upon their learning this fall, organize the "big ideas," and celebrate the growth they have accomplished in the face of tremendous adversity.

Use these questions as a structure for individual reflection, preceded or followed by small group conversation. (See the next page for a set of recommended activities). To maximize individual and institutional learning over the long-term, ask faculty and staff after the activity to turn their responses to the Reverse Goal-Setting questions into a new goal in myFolio.

Goal Wizard Question		Rephrased Question for Reverse Goal Setting
Select a theme	1	What schoolwide theme or topic did your growth this fall most align with?
What challenges do you currently face at work?	2	What challenges related to this theme did you struggle most with this fall?
Choose one challenge to work on for this goal.	3	Which of the challenges you faced this fall did you make the most progress in addressing?
Why is this challenge important?	4	What made that challenge so important for you to tackle and make progress with?
What factors are in your control that may help you undertake this challenge?	5	What factors proved central to your ability to make progress on that challenge?
What obstacles may you encounter?	6	What obstacles did you encounter in working on that challenge?
If someone approached you with these obstacles, what advice would you give?	7	If someone else asked you for your most significant "lessons learned" related to this challenge, what would your response be?
Write out your goal question: "How might I _____ in order to _____?"	8	If you had known in August that this challenge would be the one you were going to focus on, and had written a goal question for it, what would that question have been? "How might I _____ in order to _____ ?"
How will you define progress?	9	What does your progress look like? What are you most proud of in terms of the outcomes of your efforts to overcome this challenge?
Jot down your first few action items to complete (and due dates).	10	What are you going to do next with respect to this challenge? How will you capitalize on your momentum? Identify a few next steps and when you hope to have them completed by.

Recommended Faculty/Department Meeting Activities

Journal + share: Spend 25 minutes individually responding to these prompts, writing in the appropriate section of the myFolio Goals Wizard.

Then work in pairs, sharing the following (about 8 min each):

1) Your "How might I...?" question.
2) One "aha" you had as you were writing.
3) Something you're going to do next.
4) Anything else that came up for you during this activity.

Speed dating: Work in partners (live or via Zoom breakouts). The facilitator reads out the questions, in order. Each partner answers the question (2 min or less per person). Switch partners after each question.

Storytelling: Working in small groups, each group member has about 5 minutes to tell the story of their learning, free-form, to the group. Think about the questions, but don't feel the need to answer them verbatim or in order. After everyone has shared, work individually to answer the questions in writing in the appropriate section of the myFolio Goals Wizard.

The interview: Assign pairings or allow faculty and staff to self-select into pairings. Provide each pair with a note-taking template based on the Reverse Goal-Setting questions. One at a time, each partner "interviews" the other, using the questions. Let the interviewees talk freely—make the conversation rich, informative, and deep. Allow these conversations to go on for 15+ minutes per person, then switch roles. By the end of the conversation, the interviewer should have collected notes that the interviewee can enter directly into the appropriate section of the myFolio Goals Wizard.