

Goal Writing with “Beautiful Questions”

Crafting Meaningful Professional Learning Goals

Step 1 - Select a Theme for your Goal:

Step 2 - Identify your challenges (using the box below):

Recognizing challenges you encounter in the workplace related to the Theme you selected will help you develop more thoughtful processes to overcome them and reach your goal.

A challenge may be:

- A problem you want to work on solving
- An opportunity to improve an area of expertise
- Something that isn't working as well as it could be

When you think about the Theme you selected above, what aspect of it do you want to address this year? Jot down your ideas here:

Step 3 - Understand your starting point:

Before you craft your goal, diagnose where you are today. Of all of the challenges you listed in the box above, identify the one you want to focus on for your professional learning goal this year and write it in the box below.

Next, based on the challenge you want to focus on (identified in the box above), take a few minutes to reflect on your challenge from different perspectives by answering each of the coaching questions below:

Why is this important?	
What factors are in your control that may help you	

undertake this challenge?	
What obstacles might you encounter as you undertake this challenge?	
If someone approached you with these obstacles, what advice would you give them?	

Step 4 - Write out your Goal Question:

How might I _____ (this is the behavior you want to change)
in order to _____ (this is your purpose for changing it)?

Step 5 - Add Action Items:

Considering your Goal Question above, how will you define progress?

When you think about your Goal Question, what are some initial steps you can take to begin to answer the question? Those will become your action steps. Jot them down in the box below and the more specific, measurable, attainable, relevant, and time-bound they are - the better!!

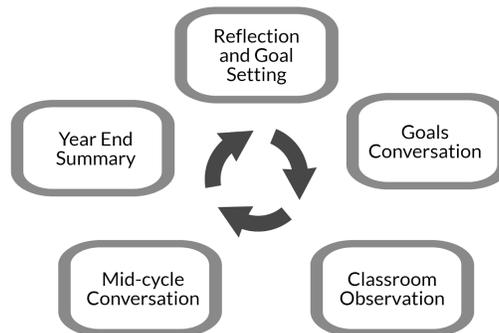
- 1.
- 2.
- 3.
- 4.
- 5.

Getting Started in myFolio Site

There are two ways to log in to your myFolio Site. You can directly access your School's myFolio Page or go through the [FolioCollaborative Website](#) and sign in.

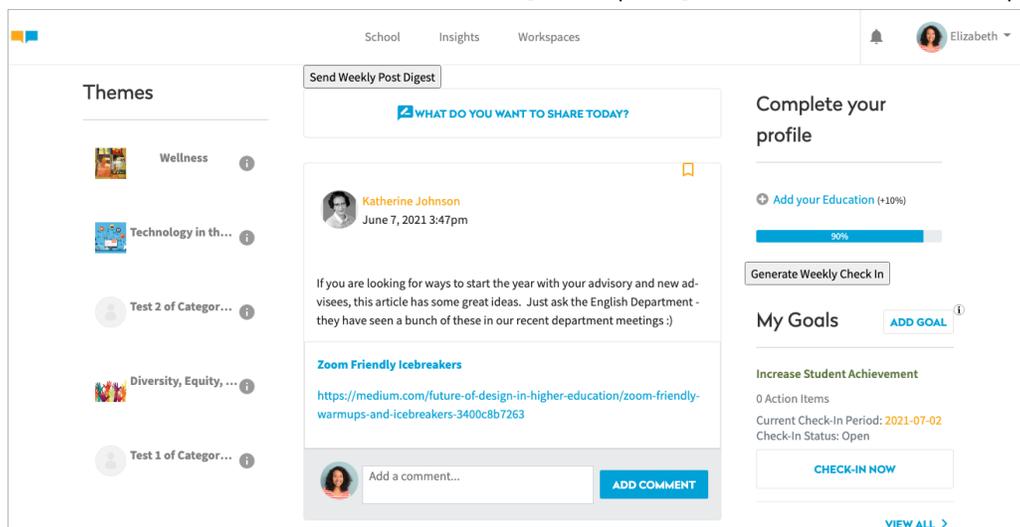
When accessing your School's myFolio Page, no WWW is required. Just enter your direct link provided by your school.

The 5 Stages of myFolio



The User Homepage

The User Homepage displays important information such as Profile Completion, Goals Check-Ins, the Community Feed and Shine the Spotlight. Spotlights give all users the ability to send positive notes or commendations to colleagues. Spotlights are also visible to Supervisors.



The Community Feed:

- The Community Feed feature in myFolio is a place where faculty and staff can share insights and best practices, ask questions, provide resources and ideas, and celebrate together.
- Posts can be any combination of text, web links, and resources (attached files).
- Community Posts are public to the entire school and can be connected with the school's Themes.
- Community Posts can be bookmarked to access later.

Themes:

- Based on your school's priorities, school leaders can identify specific Themes to guide faculty and staff professional learning and goal setting for the year.
- The myFolio Admin can create Themes and then, faculty and staff can use them to align their professional goals and posts in the Community Feed to school-wide priorities.

Spotlights:

- myFolio allows you to send positive notes or commendations to colleagues through the use of Spotlight.
- Spotlight comments are visible to the receiver and their supervisor(s), making them aware of the exemplary efforts, projects, and contributions you and your colleagues have made to the school.

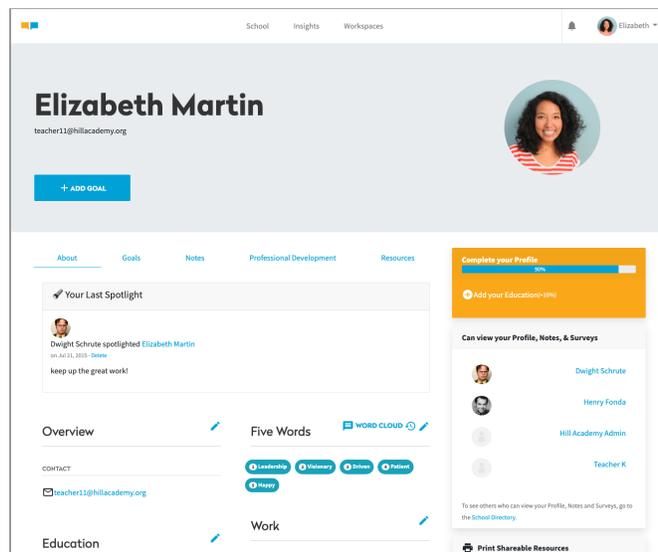
The Profile

The About Section

- Overview: place for picture, contact information, and relevant work history
- Education: a list of educational degrees, as well as micro-degrees and certifications
- Please note that Supervisors can see your profile, and you can invite colleagues to view it as well. Please see your myFolio Admin for more information about who can view your profile.

School-Specific Customizable Profile Components

- Five Words: selected descriptive words for an individual, creates a word cloud
- Personal Accomplishments: interests and activities outside of school
- Professional Accomplishments: what are you proud of in your work
- Narrative: a reflective writing space to inform conversations
- Additional Information: contains a text box with customizable instructions



Reflections and Questions:

Goal Setting

We view goal setting as a process of reflection; helping faculty and staff identify where they are and envisioning where they want to be. The goal is a large idea/vision written in the form of an actionable question. The action statements are specific steps that will help an individual make progress answering their goal question.

Sample Goals as Questions

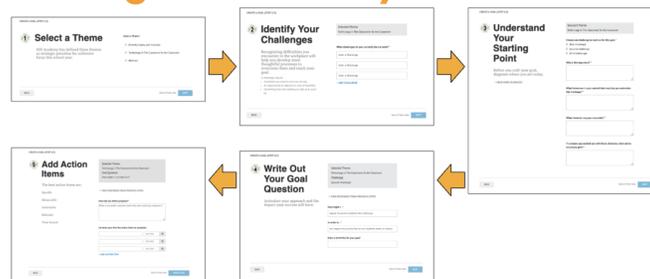
- How might I use interactive modeling more effectively in order to help students improve their social skills when working in groups?
- How might I make my message to current donors more concise and mission-driven in order to increase their annual giving?
- How might I manage my time differently, in order to increase the time I spend collaborating with colleagues on our cross-curricular project?
- How might I use the reciprocal learning strategy in order to help students become more self-directed and improve their communication skills?
- How might I improve the quality of feedback I am providing to my department members, in order to support their growth goals?

Goals Wizard

Drawing on behavioral economics principles around habit formation and goal attainment, this feature walks users through a five-step goal setting process in order to:

- Align their individual work with the school's broader priorities (called Themes);
- Narrow their focus to a few specific challenges related to those Themes;
- Deepen their understanding of their "starting point" in relation to each challenge;
- Articulate their approach to addressing each challenge (Goals);
- And plan specific short and longer term actions needed to reach each goal.

Adding a Goal in myFolio



Folio
COLLABORATIVE

Goals Check-In

The Goals Check-in feature in myFolio encourages active reflection and real-time iteration for faculty and staff, and can document in-person conversations. This feature facilitates a weekly, monthly, or yearly reflective practice during which users:

Hill Academy Elizabeth School Insights Workspace

New Conversation Note

Meeting date:

Met with:

Conversation:

1. Select the date of the Meeting.

2. Select the person with whom you met. This drop-down may include your supervisor, Group Viewer, a Collaborator, and/or the Folio School Administrator.

3. Enter the Note in the text box. A Format Bar is included for you to use bold, italics, bullets, etc. After entering your Note text, click the Preview tab to review your formatted Note.

4. To add a Resource, click "Add Website" or "Add File" and enter the appropriate details.

5. You may either save your Note as a draft or publish it. When saved as a draft, you can return to it at any time.

- 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.

Reflections and Questions About Goal Setting:

Technical Support

To assist in using the software, myFolio training videos have been created for your reference. They can be found at <http://vimeopro.com/foliocollaborative/help-videos>. If you need additional tech support, please email support@foliocollaborative.org or call (800) 452-5078.

For best results, login using a modern browser such as Mozilla Firefox, Safari, or Google Chrome. If you use Internet Explorer please be sure that you are using Version 8 or above.

Helpful Websites

- Online Help Desk: <https://foliocollab.zendesk.com/hc/en-us>
- Resources: <https://foliocollaborative.org/resources>
- Folio Videos: <https://vimeo.com/foliocollaborative> and <http://vimeopro.com/foliocollaborative/help-videos>

Please note, there are many other features in myFolio, and depending on your school's use of the platform, more might be asked of you within the system (i.e. collaborating in a "workspace", Mindful Minutes, or getting professional development approval).

Your myFolio Administrator(s) will let you know what other features your school is utilizing and how to use those features.