

APPENDIX 7A

Goal Envisioning Worksheet

This template is meant to illustrate what addressing a given goal would mean on a daily, weekly, monthly basis. As you are filling it out, ask yourself/team:

- 1. If we finalize this goal, what will I be doing on a monthly, weekly, and daily basis to meet it?
- 2. Is that the right work for me to be doing?
- 3. Are these daily, weekly, and monthly tasks important for student learning?
- 4. What might we cut or limit to make room for these tasks?

Goals	Approximate Time Needed
On a daily basis, I will	
On a weekly basis, I will	
On a monthly basis, I will	
I will know I have met the goal when	