

GUIDE

GOAL CHECK, DONE QUICK

A 10-minute leadership tool for
checking in on instructional goals

Brought to you by your pals at

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WHY TRY IT?

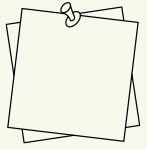
This quick check-in helps you stay connected to your teachers' growth goals while keeping the process light and supportive—not like “one more thing” for anyone's plate. It's a simple, powerful way to show their growth matters and that you're there to cheer them on.

With just a few minutes and meaningful questions, you create space for reflection, celebrate small wins, and offer support where it's needed. Over time, these mini conversations build trust, strengthen coaching relationships, and keep momentum going. Small check-ins **lead to big growth**—for your teachers and your school.



Pro Tips for Leaders

- **Be Visible:** Keep it low-stakes by popping into classrooms or stopping in the teacher lounge.
- **Track Lightly:** Jot down quick notes after each check-in so you can circle back later.
- **Celebrate Progress:** Share small wins in staff meetings or newsletters to build momentum.



Sticky Note Goal Check

What it is: A micro-conversation with 3 quick questions you can ask during a hallway chat, classroom visit, or lounge stop.

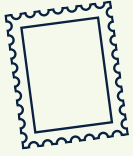
Questions to ask:

- What's one small win toward your goal?
- What's your next step or focus?
- How can I support you right now?

Tips for Leaders:

→ Keep it light and conversational—no clipboard needed.

→ Jot down a quick note after so you can follow up later.



Postcard Prompt

What it is: Leave a “goal reflection” postcard in a teacher’s mailbox with a note like: “I’d love to hear how your goal is going. What’s one thing you’re proud of? One thing you’re planning next?”

Directions:

Collect the postcards later (or follow up in person) to keep the conversation going.

Tips for Leaders:

- Add a personal encouragement at the bottom to make it feel more celebratory.
- Use colorful or fun postcards to keep the tone positive.



Quick Walk & Talk

What it is: Walk with a teacher to their next class or the parking lot and ask one reflective question about their growth goal.

Example Question:

"What's been the most surprising thing you've learned working on your goal so far?"

Tips for Leaders:

- Keep it under 3 minutes so it feels natural.
- End by thanking them for sharing and affirming their effort.



Celebration Shout-Outs

What it is: Spotlight small goal wins during a staff meeting, newsletter, or morning announcements.

Directions:

Collect quick updates during informal chats or via a Google Form and highlight 1–2 each week.

Tips for Leaders:

- Keep it optional so teachers don't feel pressure.
- Frame it as celebrating growth—not comparing progress.



Goal Buddy Pair-Ups

What it is: Pair teachers up as “goal buddies” to check in with each other weekly. You pop in every few weeks to ask how it’s going.

Directions:

Provide buddy pairs with 2–3 sample questions like:

- What’s your biggest growth win this week?
- What’s one strategy you’re trying next?

Tips for Leaders:

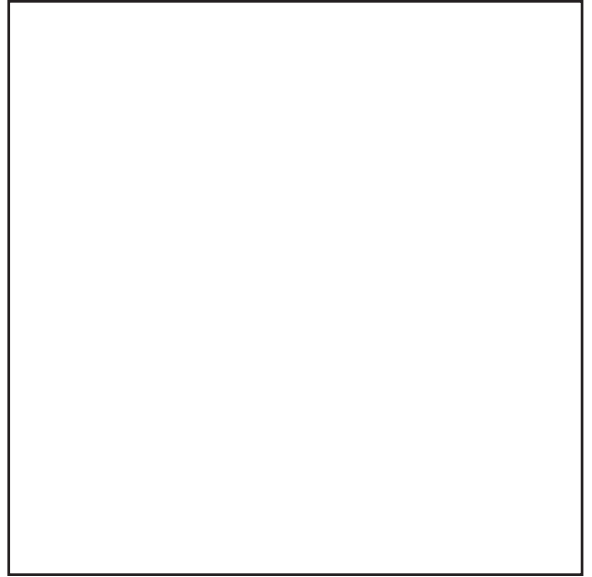
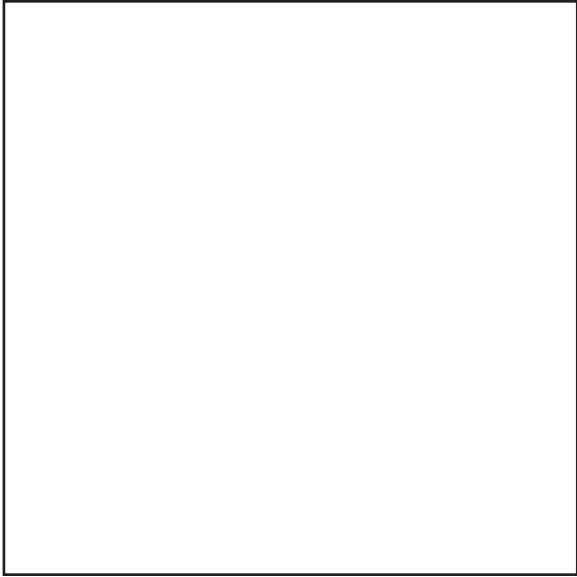
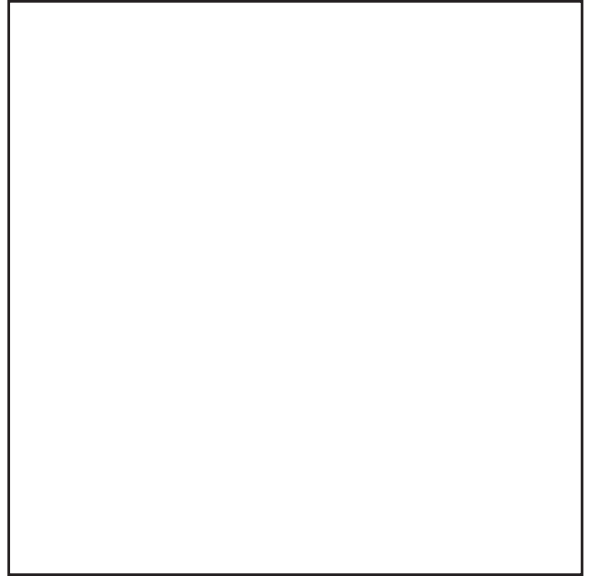
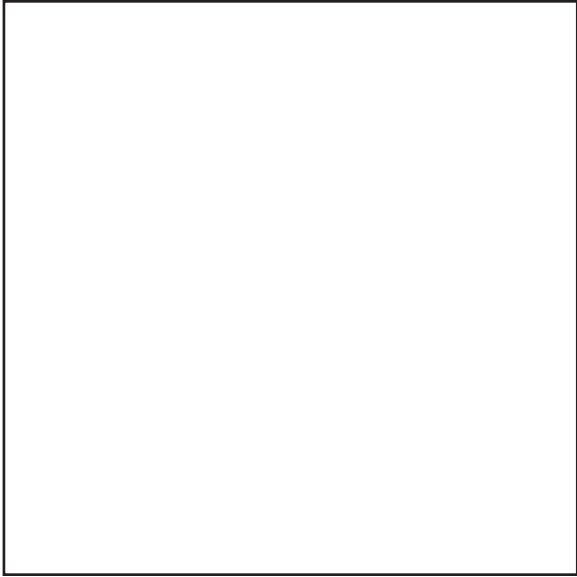
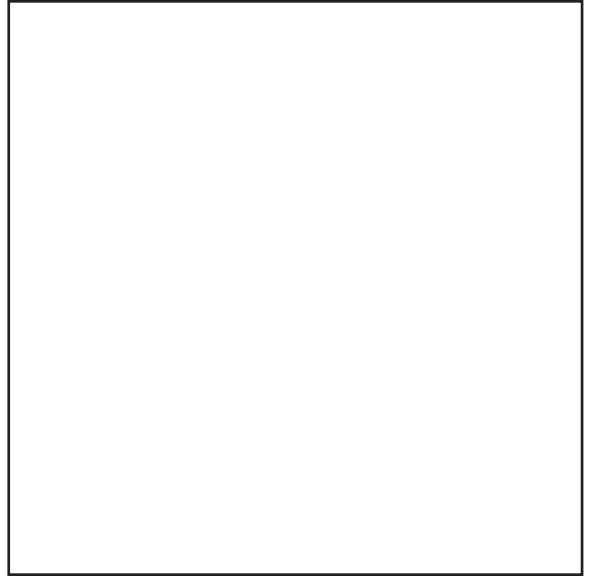
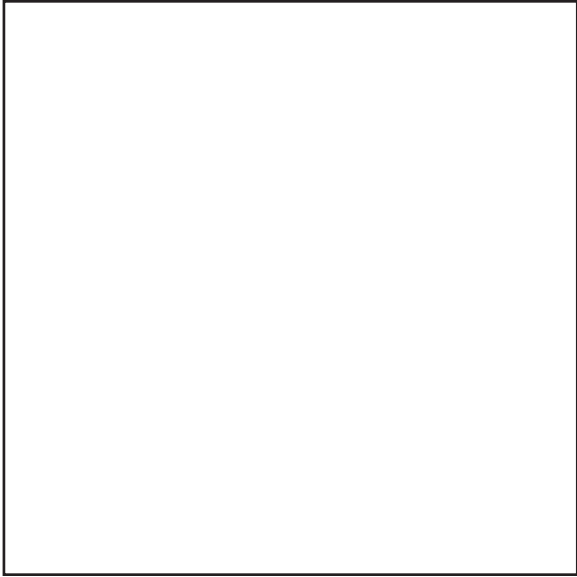
→ Encourage pairs to keep it informal—a text, coffee chat, or quick hallway talk.

→ Share your own growth goal occasionally to model the process.

STICKY NOTE CHECK IN

1. **Print the blank guide below**
2. **Place 3x3 sticky notes on the guide (sticky side up, arrows pointing up).**
3. **Set printer to "full size" (no scaling).**
4. **Load guide so arrows enter the printer first and print.**





Goal Check: Ready, Set, Grow!

What's one small win toward your goal?

What's your next step or focus?

How can I support you right now?

Name:

Date:

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POSTCARD PROMPT



Growth Snapshot

Name _____



→ What's one small win you're proud of this week?

→ What's a next step you're excited to try?

→ I'm proud to be your leader because...

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→ What's a next step you're excited to try?

→ I'm proud to be your leader because...

CELEBRATION SHOUT-OUTS



GROWTH LOOKS GOOD ON YOU



Your hard work and reflection are paying off. I love seeing your growth in action—your students are lucky to have you!

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YOU ARE MAKING MOVES!



I see how much effort you're putting into your goal—and it's inspiring! Keep going. You're making big moves for your students and yourself.

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GOAL BUDDY PAIR-UPS



Better Together: Goal Conversations

Names:

→ What are you trying that's working?

→ What's something new you'd like to try?

→ Anything else you want to share?

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WE'RE SO GLAD YOU'RE HERE!

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