

GUIDE

MOMENTS THAT MATTER

A Staff Goal-Setting & Joy Board Toolkit for Schools

Make staff feel seen, supported, and celebrated with this simple, high-impact practice.

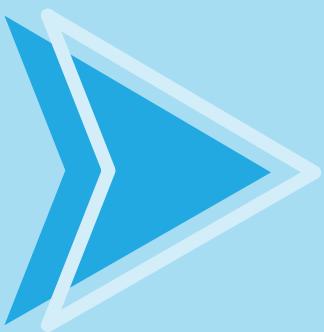
Brought to you by your pals at

alpaca

RECONNECT, REFLECT, & REIGNITE

As the school year picks up and to-do lists stack up, it's easy for connection and celebration to slip to the side. This guide is here to help you create those intentional moments. Each step offers a way to connect your team to what matters most: their goals, their growth, and each other.

From sparking reflection to celebrating wins, you'll find simple, meaningful ways to build a school community where everyone feels valued, supported, and proud to be part of the team.



WHAT'S IN HERE

- Introduction
- Guide and Steps/Directions
- Templates and Printables



ACTIVITY STEPS

Step 1:

Start with a brainstorming opportunity for staff members to establish their goals. Here are some prompting questions:

- What is one goal you have for yourself as a teacher?
- What is one area you'd like to work with your team on?
- What goal do you have connected to the school mission?
- What is a personal goal you have?

Step 2:

Create a shared space where celebration, connection, and encouragement are front and center.

Explain the Purpose: Invite staff to jot down moments of success, connection, or joy and pin them up anytime—whether it's a quick win, a meaningful interaction, or a proud classroom moment.

Pick a Visible Area: Choose a well-trafficked space like the staff lounge or main office—anywhere staff naturally gather.

Set Up the Board: Use a bulletin board, poster, or wall space. Keep the Moments of Joy printable notecards, pens, and markers nearby to make it easy to participate.



Step 3:

Celebrate the small (and big!) wins by sharing joyful moments throughout your school communications.

Give Shoutouts:

- During staff meetings
- In weekly newsletters
- Through daily emails



Step 4:

Create space for meaningful reflection and goal check-ins. Teachers can reflect in groups or as a whole staff, while leaders use the time to review progress and celebrate growth.

Reflection Prompts:

- What is something you are proud of from this week or month?
- What challenges did you face, and how did you grow from them?
- Thinking about the goals you started with—how does this goal connect with what you value?



Keep the Momentum Going

Check in on goals and moments of joy throughout the year. Simple touch points—like monthly reflections or end-of-year celebrations—go a long way in building a joyful, purpose-driven school culture.

GOAL SETTING SHEETS



'S GOALS

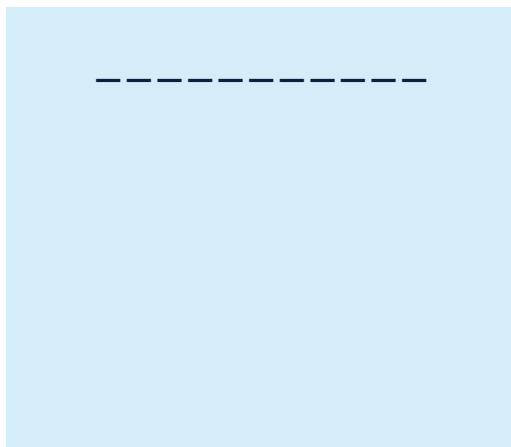
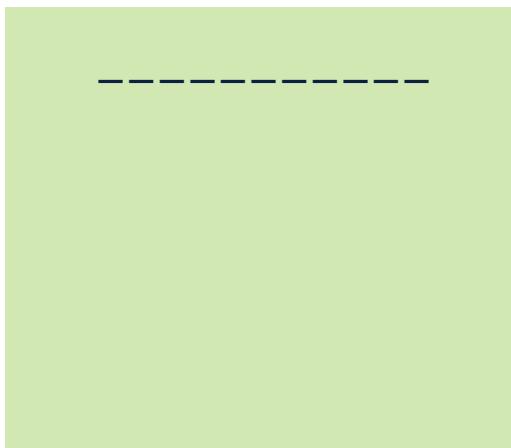
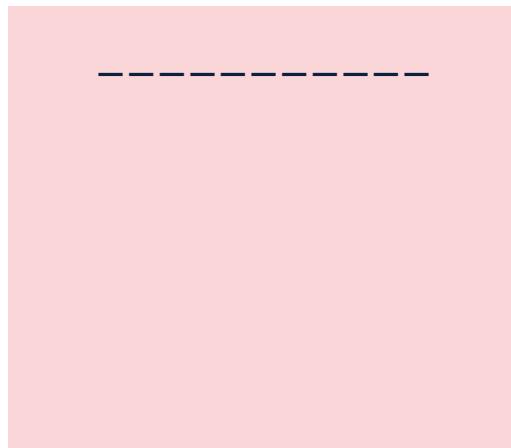


PERSONAL

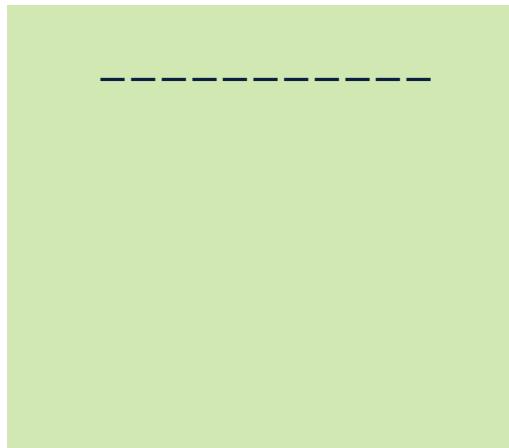
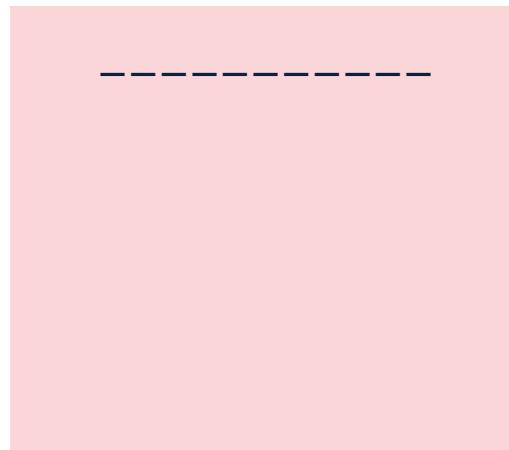
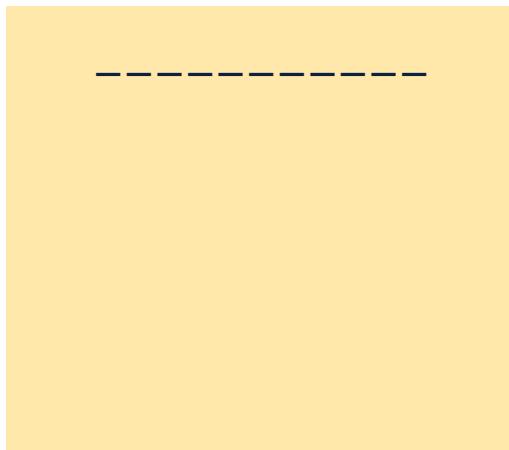
PROFESSIONAL

TEAM

'S GOALS



'S GOALS



ACTION STEPS:



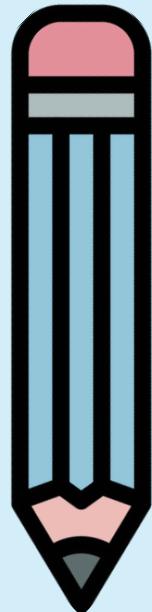
PRINTABLE BULLETIN BOARD SIGN & NOTECARDS





MOMENTS THAT MATTER

Goal and Joy Sharing





MOMENTS OF JOY

NAME: _____



MOMENTS OF JOY

NAME: _____



MOMENTS OF JOY

NAME: _____



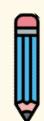
MOMENTS OF JOY

NAME: _____

COLLABORATION

BUILT BY EDUCATORS, FOR SCHOOL LEADERS

This resource was created in collaboration with dedicated educators and school leaders who brought their experience, ideas, and insight to every step of the process. We're grateful for their partnership in building tools that truly make a difference in schools.



Jocelyn Bocanegra-Rangel

Teacher
Omaha, NE



Lisa Craig

Counselor
Omaha, NE

WE'RE SO GLAD YOU'RE HERE!

Thanks for downloading this resource—at Alpaca, we're on a mission to **make school the happiest place to work**.



Tried an activity?

Send a photo or a staff testimonial to our team, and we'll send you a coffee on us!



Got an idea brewing?

We love co-creating with school leaders—drop us a line with any resource ideas you'd love to see next.



Explore more!

Check out our full resource library for creative, ready-to-use tools to support you and your team.



SEE HOW ALPACA WORKS

Beautiful surveys, delightful care packages, and real insights on teacher wellbeing—everything you need to lead with confidence, all in one simple solution. Book a quick demo!