

## The goal of setting a goal

1. Write a brief description of your reflections on what you would like to learn or improve on during the current teaching period. Why thing(s) are important to you?
  
2. Think about your background and your starting points in relation to the goal. What knowledge and skills do you already possess? What does your past performance say about your abilities as well as the areas you could still develop?
  
3. Define the goal more precisely using the SMART method:
  - a. Specific – What exactly do you want to achieve?
  - b. Measurable – How will you monitor your progress (for example, by numerical or verbal evaluation, checklists, or the number of repetitions of various tasks)?
  - c. Attainable – What resources and skills do you possess that will help you achieve your goal?
  - d. Relevant – How does the goal relate to your priorities?
  - e. Time frame – By what date do you want to achieve the goal?
  - f. Formulate a sentence based on points A–E.
  
4. Milestones: Think about what weekly interim goals ('milestones') will help you along the path towards achieving your overall goal for the period.
  
5. Action plan: Write down 2–4 small tasks that will bring you closer to the goal and that you can repeat on a weekly basis.

6. Anticipate setbacks: List 2–3 obstacles that may come up and plan how to deal with them if they do:

If \_\_\_\_\_, then \_\_\_\_\_.

If \_\_\_\_\_, then \_\_\_\_\_.

If \_\_\_\_\_, then \_\_\_\_\_.

7. How will you know when you have succeeded? What does achieving the goal look like or feel like to you?

8. Self-evaluation (to be done every week in connection with your milestones)

- What went well this week?
- What did not go well? Why?
- What will you do differently next week?