



End of Term Reflection Tool

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Ignite Your Spark

Reflection is an important part of our role as teachers, educators and leaders. It enables us to identify opportunities and challenges, to stretch and grow as individuals and also with our learners and in our teams.

Here is a tool that you might like to use as you finish a term/quarter or before you start a new term/quarter. Below are a few suggestions to support you to use this tool. You can use this tool for yourself as an individual or complete it as a team. If printing out you may wish to print out on A3 paper.

Successes, Wins, Joys

- Record the things that have gone well over the last term, this can be things that have gone well for you, for your learners, for your school...
- There is no judgement here- the size of the joy doesn't matter, in fact the little things can sometimes make a big difference.

Challenges

- Record what has been frustrating, challenging, difficult or hard for you.

New Learnings

- What have you learned this term? Perhaps in courses you have attended or in something you have read or watched. It might be something you have learned as you have worked through your challenges.

Wonderings

- What are you left wondering about as you reflect on the term? Perhaps something has made you curious and it might prompt your thinking going forward.

Insights for Next Term

- What have you noticed this term that you will use to inform your practice in the next term... these might be insights about learner needs, it may be insights that could improve interpersonal communication and relationships, it could be insights about managing your workflow and your wellbeing...

A Goal for the New Term

Setting a goal helps give you a sense of direction and purpose.

Remember that a great goal need to be **SMART**

- o **Specific**- it clearly shows what you want to achieve (paint the picture)
- o **Motivated by your values**- it should align with what is important to you
- o **Adaptive**- it is going to make your life better
- o **Realistic**- it is achievable with the time and resources you have available at the moment
- o **Time framed**- a clear time frame helps keep us motivated

New Learnings

Successes/Wins/Joys

Wonderings

Challenges

Insights for next term

A goal for the new term

Consider what you have reflected on from the last term,
what goal are you setting for the new term?

Make it specific- paint the picture:

Values this goal aligns with

Ways meeting this goal
will improve my life/work

Time and resources I have
to help me meet the goal

Time frame to meeting this goal



My mission in life is to serve the people I am lucky to live and work with, with energy, empathy and enthusiasm, to help create a kinder, healthier world in which we can all learn, grow and thrive.

I hope that you enjoyed using this end of term/quarter/year reflection and goal setting tool. I use this tool myself to regularly check in and refocus my energy.

Ignite Your Spark is all about helping you live the best life you can with what you have right now. As a coach I often help clients through a process of self-discovery and support them to then create tangible goals to use what they learn to live happier, healthier lives.

If this sounds like something you would like to explore then please contact me to arrange an obligation-free, 30 minute discovery call.

Please feel free to click the subscribe button to sign up to my mailing list so you can get regular inspiration and stay in touch.



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