**Establishing Vision & Goals**



**Handout 11: Next Steps & Action Items**

1. **[Before you leave] Upload all current session materials to your Box Folder**
	1. Log into your Box account. Make sure to access box from www.box.com.
	2. Create a folder titled **“Vision & Goals”**
	3. Create a sub folder in “Vision & Goals” titled **“Session Materials”**
	4. In the “Session Materials” folder, upload **Handouts 6, 7, & 8.** If you worked on physical copies, take a picture of them with a Smart Phone and upload the pictures to the folder.
2. **[By Sept. 21] Upload Finalized Handout 8 & Vision Primer**
	1. In the **“Vision & Goals”** folder, create a sub folder titled **“Drafts of Vision & Goals”**
	2. Upload Handout 8
		1. Change the title of the document to **“[Last Name] Goals Sept 2015”**
		2. If you need support with completing Handout 8, don’t hesitate to reach out to your MTLD
	3. Upload Your Vision Primer
		1. Change the title of the document to **“[Last Name] Vision Sept 2015”**
3. **[Ongoing] Collect Artifacts for Vision & Goals**
	1. You’ve named specific items in Handout 8 that you plan to collect and specific times that you plan to collect those things. We recommend putting reminders in your calendar or organizational system to collect that information and upload it into Box.
	2. When uploading materials in box for your vision and goals, use the following guidelines
		1. In your box account, create a folder titled **“Portfolio”**
		2. In that folder create a sub folder titled **“Quarter 1 Portfolio”**
		3. In that folder create sub folders for each outcome area you’ve selected (e.g. **“Access”)**
		4. Add artifacts that you’ve name in Handout 8
	3. Keep in mind that collecting artifacts that shed light on your vision and goals is process. You will learn from your mistakes and get better at collecting artifacts that are meaningful. We’re not looking for perfection, we’re looking for useful processes. ☺
4. **[Ongoing] Revisit Your Vision & Goals**
	1. Things change all the time – we get new context, get behind, get ahead, grow in our practice, etc. As you continue to work alongside students, parents, and community members, you might find that you need to tweak your vision. When it makes sense, revise Handout 8 and upload a new version using similar file naming conventions (e.g. [Last Name] Goals Nov 2015)
5. **[Soon] Portfolio Conversation**
	1. You’ll have a chance to review progress towards your vision and goals in a Portfolio Conversation with your MTLD. This is where the artifacts you uploaded into your Portfolio folder come in handy! You’ll receive more information from your MTLD, but you can find some general resources at our Portfolio Hub: www.tfala.org/portfolios