

Details

Quick Tips for Keeping Track of Your Professional Goals - 053

In this episode, you'll learn about a strategy that lets you keep track of your professional goals by creating an easy-to-update website. You'll also hear some tips for narrowing in on which goals to focus on this school year.

Introduction

Hello there! My name is Monica Burns, I'm a former classroom teacher and started my blog ClassTechTips.com in 2012 to help educators find new ideas and great tech-friendly resources.

You may be familiar with my books, like *Tasks Before Apps* or maybe we've met at a conference or special event, you've followed along with my EdTech tips for years, or simply joining in for the first time today, I'm so glad you're here!

My goal is to help make EdTech easier for educators -- through my books, blog, podcast, and membership site, the Easy EdTech Club.

In this bite-sized podcast you'll get some quick info and actionable tips to energize and elevate teaching and learning!

You can head to my website classtechtips.com/podcast for all of the show notes. That's where you'll find the transcript for each episode, links to resources, and any of the free downloads I mention.

Promotion/Reminder

Quick reminder -- in just a few weeks... I'll open up the doors to the Easy EdTech Club. That's right, the doors are closed as I'm recording this episode but will reopen March 25th to March 31st. Anyone on the waitlist gets something extra special... so head over to classtechtips.com/club to get on the waitlist, or send me a message on Instagram @classtechtips and I'll get you all the info.

Today's Intro

This week's podcast is titled: Quick Tips for Keeping Track of Your Professional Goals

Episode Transcript

Do you have set professional goals you're focused on this month, year, or decade? I'm a big believer in setting goals. One thing I've learned about goal setting is that thinking it or saying it is nice — but not super useful — at least not for me. So if you're looking for a way to write down and keep track of your professional goals, here's a favorite strategy.

As a side note, although today's podcast focus is for professional goal setting for educators, you could tailor this to students. Students of all ages can set goals for the month, year, or decade. You could even use your goal setting page as an example, or try out a goal setting activity I'll link to the shownotes for this episode along with all of the other resources I talk about today.

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Of course, before you can track your goals you'll need to identify your Professional Goals. The goals you have for this calendar year, school year, and beyond are essential to identify and track. So what are some of your professional goals? They might fit into one of these categories:

- Organization: For example, *trying out a new planner, reviewing current systems, or using online planning tools*
- Content Expertise: Such as *reading a professional book, attending a webinar or live seminar*
- Classroom Management: You might be *exploring a new strategy, or staying consistent with something working well*
- Technology Integration: Maybe you're *returning to a tool that worked well in the past or finding a "partner-in-tech" to help you explore something new*
- Relationships and Community: Perhaps you're *participating in more online discussions or trying out a new newsletter routine to communicate with families.*

- For any or all of these areas of focus you can use my free resource for more goal setting ideas — *12 EdTech Tips for the Most Successful Year Yet which you'll find linked in the shownotes for this episode.*

When it comes to setting professional goals, there isn't a wrong or right answer. It's all about what you would like to accomplish. If you work with a mentor, team, or coach, they might have some guidance or act as a sounding board for your ideas.

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If you stop by my blog classtechtips.com regularly or you get my Monday afternoon newsletter in your inbox (you can sign up for free at classtechtips.com/signup), then you already know. I'm a big fan of the Adobe Spark tools and how versatile they are. It's a tool you can use to curate resources for students and make infographics with your class. The possibilities are endless. Ben Forta and I even wrote a book (paperback and ebook) with activity ideas. It's called [*40 Ways to Inject Creativity into Your Classroom with Adobe Spark*](#).

In today's episode, I'll share how you can use [Adobe Spark Page](#) to keep track of your professional goals this year. I'll share steps for creating your very own website, but of course, you can customize the way yours looks. You can use Spark Page on your Chromebook, MacBook, or download the iOS app for iPads and iPhones. Now of course there are lots of ways to do this and you don't have to use Spark to set goals this year. I love it as a website building tool and I think it works really well for this activity. You can use Google Sites or bulb, or another online space to do something pretty similar to what I'm talking about in this episode.

Let's jump into Keeping Track of Professional Goals!

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Now let's break down how to Build Your Goal Setting Website.

First, sign in to [Adobe Spark's website](#) or open up the Spark Page app. You'll see a big blue button that prompts you to "Create a project." You'll want to choose the "Web page" option.

Then, you'll jump into your blank canvas. There you can add a title, subtitle, and background image. The + sign will guide you through adding content to your page. Organizing content is totally up to you — make it your own!

As you move down the page, you'll find options for adding different kinds of content. The text and photo option lets you add headings, paragraphs, and links to the page. You can type right into Spark Page. If you are writing a lot of text, you may want to work in a Google Doc first and then copy and paste the text right into Spark Page.

The button option is excellent for linking to content hosted somewhere else. So if one of your goals was to set up a professional Instagram page this year, you could link to it by creating a button. The video option is an excellent choice if you have a [YouTube video](#) you created. You could also use this option to embed a YouTube video that includes your work.

Now that you have your goal setting site set up, it's time to update Your Professional Goals. The Share button at the top of the screen lets you publish your Spark Page to a link. This makes it easy to share your professional goals with others. When we keep track of goals, we want to share updates as we progress through this journey, too! Spark Page lets users easily update their web pages. All you have to do is press the Share button again. If you made any changes since when you initially published your work, you'll see a message with a lightning bolt icon reminding you to update our link. This option lets you update the page to the very same link. So if someone already has the link to your page, the next time they click on it, they'll see everything else you added.

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I can't wait to see what you create this year! Spark Page is a customizable tool that you can use in lots of ways. For more ideas for student creations, check out my blog post about quick classroom activities ideas with Spark Post which will be linked on the shownotes for today's episode. Don't forget to head over to [Spark's special Education](#) page at <https://spark.adobe.com/edu> to get started!

So let's make this EdTech easy...

1. Brainstorm and identify your Professional Goals
2. Set up your web page on Adobe Spark's website or the Spark Page app
3. Update your page with your professional goals
4. Share your web page and get a link to share your goals with others

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Outro

I love bringing you free resources like this podcast to energize and elevate teaching and learning! Can you do me a favor? If you like the podcast, leave a review on iTunes, Spotify or wherever you're listening to this... tell a friend about the podcast, or post a link to the episode on your social media. And if you'd like to stay connected follow @classtechtips on Instagram or your favorite social network. I visit schools and conferences all over the world, so if your organization is in need of professional learning -- just send a message my way!

Episode Resources

- [Class Tech Tips Free Newsletter](#) (Sign up here)
- [Goal Setting Activity for Students](#) (Blog post)
- [12 Ed Tech Tips for the most Successful Year Yet](#) (Free eBook)
- [40 Ways to Inject Creativity into Your Classroom with Adobe Spark](#)
- [How to Share Spark Video on Youtube](#) (Blog post)
- [Quick Classroom Activity for Making Math Memes with Spark Post](#) (Blog post)
- [Adobe Spark for Education](#) (Information on setting up free tools)
- [Adobe Spark Page](#) (Free Web Page Builder)
- [Bulb](#) (Digital Portfolios)
- [Google Sites](#) (Website building platform)