

Instructions: Use this template to set clear professional goals, map out actionable learning steps, identify key support resources, and track measurable outcomes in your classroom.

1. Professional Development Plan Template

PLANNING AREA	KEY QUESTION	YOUR RESPONSE
Current Need	What do I want to improve?	
Professional Goal	What specific outcome do I want?	
Why It Matters	Why does this goal matter for my students or career?	
Learning Activity	What course, workshop, or collaboration will help?	
Classroom Application	What will I actually change in my instruction?	
Resources	What materials or tools do I need?	
Support	Who can help or guide me?	
Timeline	When will I start and finish?	
Evidence	What will I collect to measure progress?	
Reflection	What did I learn and what changed?	
Next Step	What will I do after reviewing the results?	

2. Completed Strategy Example

PLANNING AREA	KEY QUESTION	EXAMPLE RESPONSE (EDTECH INTEGRATION)
Current Need	What do I want to improve?	Difficulty keeping students engaged during digital review lessons.
Professional Goal	What specific outcome do I want?	Integrate interactive EdTech tools to boost participation by 20%.
Why It Matters	Why does this goal matter?	Improves active learning, retention, and essential digital literacy skills.
Learning Activity	What activity will help?	Complete EdTech module & attend 1-hour interactive tool workshop.
Classroom Application	What will I actually change?	Incorporate live digital polls & collaborative whiteboards into weekly reviews.
Resources & Support	Tools & key helpers?	Presentation software, tablets, support from Instructional Coach.
Timeline & Evidence	Schedule & progress metrics?	Oct 1 – Nov 15 Engagement surveys & quiz performance metrics.
Reflection & Next Step	Learnings & future actions?	

PLANNING AREA	KEY QUESTION	EXAMPLE RESPONSE (EDTECH INTEGRATION)
		Higher live participation noted. Next: share strategies in upcoming PLC meeting.