

Creating Learning Goals

1. Name a task you need to work on today (e.g., following up on an email; gathering additional information for a report; coordinating your team's efforts to finish a task by the end of the week;...):

2. Think of three things you will learn/gain additional knowledge in while working on the above task (e.g., finding out more about another person's or departments' duties; getting to know your team better by assigning the necessary tasks to meet your deadline;...):

1.

2.

3.

3. Link the three things you will learn to the task itself (e.g., following up on an email gives me more insight into how people in other departments work; assigning the tasks to my team and observing them accomplishing the tasks will show me how to best use my teams' skills on bigger projects;...):

1.

2.

3.
