



## Personal Plan for Results Instructions

### Purpose of Personal Plan for Results

Strategic and annual plans and counselor-supervisor agreements are developed from an organizational perspective. These plans are critical in guiding the school and district in fully delivering a CBA to all students. Equally important are plans by individual school counselors that establish the personal results related to a CBA that they would like to achieve during the school year. These personal plans are intended to make working on a CBA a rich and meaningful experience for the counselors, their students and colleagues.

### Data Elements

This template consists of nine data elements that are described in the table below. Complete the requested information by entering one idea per row. Add as many rows as you need. The rows will expand as you type.

Data Element	Description
Results I expect to achieve	– Enter the results related to a CBA that you would like to achieve during the school year. These are what you personally want to accomplish. For example, a counselor with a case load of predominantly Latino students might choose learning Spanish as a personal goal. Or a personal result might be to do research on evidence-based practices related to CBA principles and activities.
Steps I will take to achieve them	– Every plan requires action steps. Enter the primary steps you will take to achieve your results. You may wish to indicate a date by which you hope to successfully complete each step.
How I will measure my success	– Determine how you will know when you have successfully achieved your personal results. Document the types of criteria you will use.
Barriers to overcome	– You will encounter barriers in any process that must be addressed in order to achieve your results. Identify the barriers you anticipate in this section.
Steps for overcoming barriers	– Document the steps you will take to address the barriers, especially those actions you will immediately take to diminish or eliminate the impact of the barriers on your work.

<b>Data Element</b>	<b>Description</b>
Types of support I will need	– It is helpful to consider what type of support you will need to achieve your results and how you will access it in a timely fashion.
To whom do I need to talk	– Personal growth is both an individual and a collaborative process and occurs in a community of dialog and self-reflection. Make a list of those with whom you need to talk to maximize your potential for achieving your personal results.
Critical benchmarks	– Document critical milestone during the school year at which time you can assess progress toward your expected results. Establishing these benchmarks can help you stay focused on what needs to be done and affords you opportunities to self-reflect on your progress and take corrective action as needed.
Timeframe	– Enter the timeframe within which you expect to achieve each of your benchmarks.

**Step-by-Step Instructions for Completing the Template**

<b>Step</b>	<b>Action Steps</b>	<b>Description</b>
1	Enter information	– Complete all requested information in the template.
2	Take action	– Take action to work toward achieving your results within the timeframes you have established.
3	Monitor progress.	– Monitor your progress and take corrective action as needed. Use your benchmark due dates as an opportunity for more in-depth analysis of your progress.
4	Evaluate results	– Evaluate the extent to which you achieved your results at the end of the school year. Develop plans for continuing to work on results you did not achieve at the level you intended.
5	Use the template annually	– Create a personal plan at the beginning of each school year. You may wish to continue work on results from the previous year and/or establish new results you would like to achieve.