

EPISODE 101

# Achieving Your Goals Quarter By Quarter



INSTRUCTIONAL  
LEADERSHIP SHOW



# Essential Question



How can we set goals for the quarter that are meaningful, ambitious, and realistic?

# The Power of Quarters



- Appreciated in business & academia—why not in personal life?
- Enough time to make massive progress
- Short enough to stay focused

# 5 Types of Goals



Level	Role	Doable?	Measurable?	Meaningful?
Parameter	Morals	No	No	Yes
Purpose	Motivation	No	No	Yes
Phase	Milestones	Yes	Yes	No
Progress	Monitoring	No	Yes	No
Practice	Movement	Yes	Yes	No

# The Magic of Milestones



The **Phase** or **Milestone** goal is the ideal type of goal to complete within a quarter (13 weeks).

# Phase/Milestone Goals



- Major project that requires substantial work over time
- Visible result—a completed product
- Directly doable—not a hoped-for result like a SMART goal

# Phase/Milestone Goal Examples



- Apply to doctoral program
- Get a new job
- Complete staff evaluations
- Write a major proposal

# Too Big

- Earn doctorate
- Publish a book
- Open a new school
- Renovate a house





# Too Small

- Write a chapter
- Read a book
- Organize a shelf



# Not Doable



- Increase course pass rate by 15%
- Run an 8-minute mile
- Increase my GRE score by 10 points
- Reduce office referrals by 25%

# Just Right

- Complete a draft
- Complete a course
- Renovate a room
- Research a topic



# My Phase/Milestone Goals

- Complete draft of new book
- Finish new Ascend Masterclass

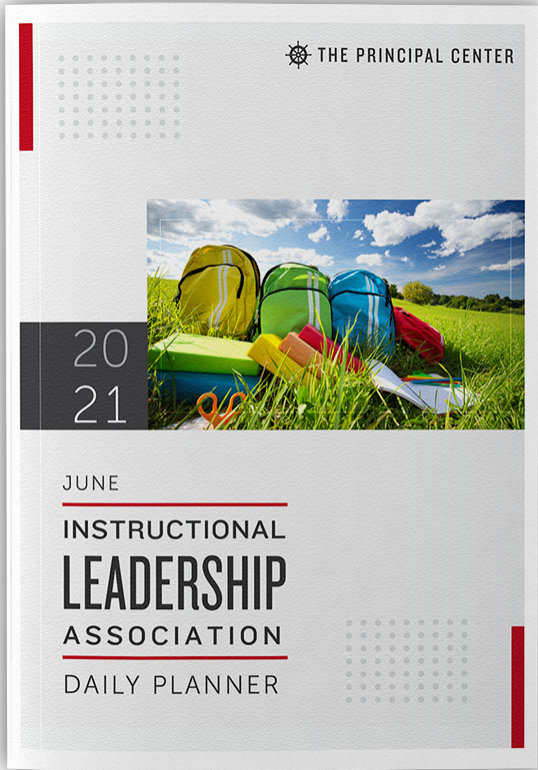
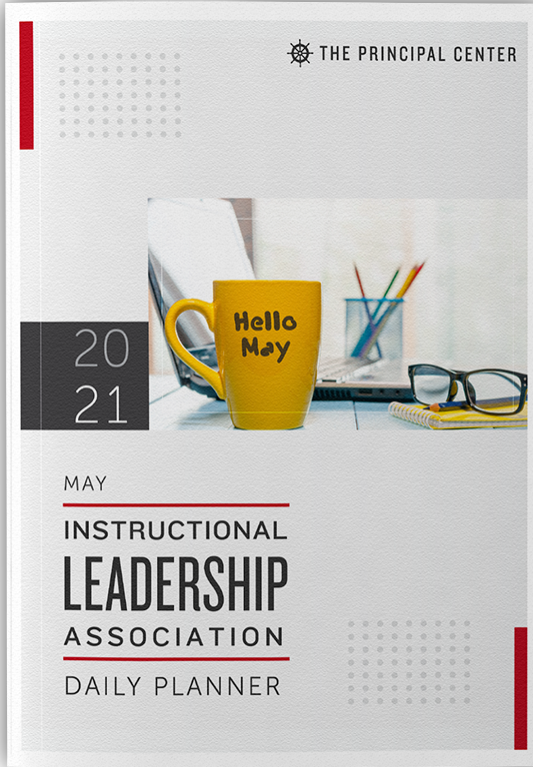
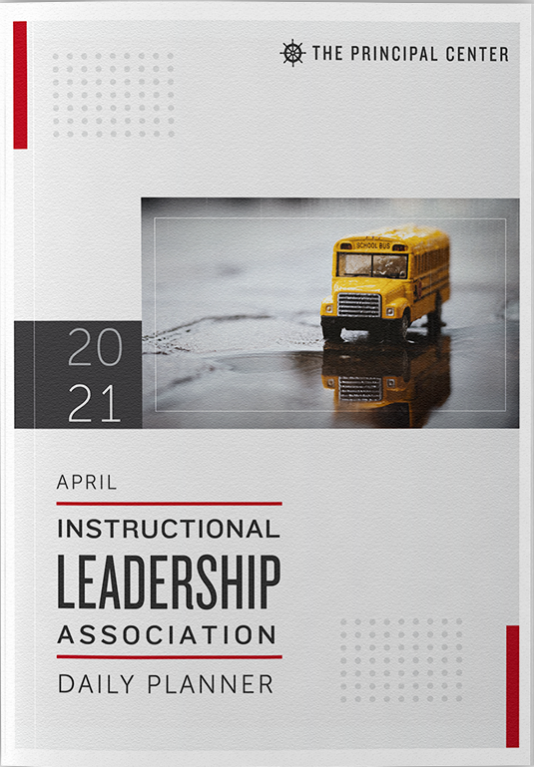


# Your Turn



- What Phase/Milestone goals are at the top of your mind for this quarter?
- What would be your first step for each goal?
- Add to your planner now

# The Planner



# The Fortnight Sprint



- Each week, plan the next two weeks (rolling)
- Use the Fortnight Sprint Plan template

[PrincipalCenter.com/fortnight-pdf](https://PrincipalCenter.com/fortnight-pdf)

# FORTNIGHT SPRINT PLAN

DATE							
TASK NAME	SAT	SUN	MON	TUE	WED	THU	FRI
Staff Evals							
-Re-read docs	1						
-Email staff		2					
-1:1 meetings			2	2	2	2	3
-Writeups							

# FORTNI

SAT	SUN	
8	6	

ADDITIONAL  
SHOW



# Fortnight by Fortnight, Quarter by Quarter



- Update your Fortnight Sprint Plan every week
- Look forward two weeks at a time
- Update your goals each quarter

# Quarterly Intensive



[PrincipalCenter.com/asqi-join](https://PrincipalCenter.com/asqi-join)

