

Please Note: These Optional Tools have been developed as support materials and each is provided as an idea only. You may choose to utilise this tool in its current form or adapt it to suit your own setting. Alternatively, your school or system may have established their own approaches and methods for documentation. In all cases you should be guided by your mentor and/or the appropriate administrators in your setting.

REFLECTIVE QUESTIONS

The following questions may assist to focus thoughtful REFLECTION

Opportunity	What do I want to change / improve?
Standard	Which standard does this relate to?
Targets	How will I recognise when I am successful?
Timing	What are some appropriate indicators along the way? When should it be completed?
Tactics	How am I going to do this? Who else is going to be involved? What resources do I need?
Monitor	Who will check my progress?