

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.

DRAWING UP ACTION PLANS – REFLECTIVE QUESTIONS

1. What is my focus/concern?
2. Why am I focused on that aspect?
3. What standard does this relate to?
4. What can I do? What will I do?
5. What changes will I/others notice in my practice as a result?
6. How do I evaluate this effect?
7. How do I modify my practice in the light of my evaluation?

Adapted from: McNiff & Whitehead. Action Research for Teachers – A Practical Guide.2005