

MAKING YOUR WORKLOAD LIGHTER
& YOUR DAY A LITTLE BRIGHTER



A TEACHER'S GOAL-SETTING GUIDE FOR

2025

Created by Teacher Toolbox



DEAR TEACHER,

As the year comes to a close, it's the perfect time to pause, reflect, and set intentions for the new year. This festive journal is designed just for teachers to help you unwind, recharge, and prepare for the new year with clarity and inspiration. With a mix of reflective prompts, goal-setting tools, and habit trackers, you can create a meaningful plan for both your professional and personal growth.

Get cosy with a warm drink, a cosy blanket and your favourite notebook or journal, then write your responses to the prompts and goals included in this guide. Feel free to adapt the ideas to suit your needs as you go.

There's no better time to put yourself first. Wishing you a Merry Christmas and a Happy New year.

Teacher Toolbox



JOURNAL PROMPTS

WORK-RELATED:

What is one skill I want to develop or strengthen in the new year?

How can I create better work-life boundaries next year?

What is a professional milestone I'd like to achieve in the new year, and what steps will I take to reach it?

What's one way I can make my classroom environment more inspiring or engaging?

How can I celebrate small wins in my career throughout the year?

BUILDING BETTER HABITS:

What's one small thing I can add to my mornings to set a positive tone for the day?

How can I make my evenings more restful and rejuvenating?

What's one habit I want to focus on building consistently in the new year?

What's an activity that always brings me joy, and how can I include it in my weekly routine?

How can I create a "reset" routine each week to reduce stress?

SELF-GROWTH:

What's one thing I want to try for the first time in the new year?

Who inspires me, and how can I embody some of their qualities in my life?

What are three things I want to do just for fun in the new year?

What limiting belief do I want to let go of in the coming year?

How will I celebrate myself and my growth, big or small?





GOAL SETTING

This table is designed to help you break down your aspirations into clear categories so you can create a balanced and fulfilling year. Use it to brainstorm specific, achievable goals. By setting intentions in these three areas, you can ensure you're addressing multiple aspects of your life. We suggest creating a table like the example below for this.

YEARLY GOALS

PROFESSIONAL	(e.g., attend a new workshop, network)
PERSONAL	(e.g., develop a hobby, travel)
WELLBEING	(e.g., create a self-care routine)

QUARTERLY GOALS

What will I accomplish by 31st March, 30th June, 30th September and 31st December 2025?

How will I celebrate my progress at the end of each quarter?

What steps will I take to stay motivated?



HABIT TRACKING

Habit tracking is a powerful way to stay consistent with your intentions and build meaningful routines. Use a tracker to monitor daily or weekly habits that align with your goals. Whether it's morning journaling, evening unplugging, or practising gratitude, checking off your progress can be both motivating and rewarding.

For added convenience, we've created a downloadable habit tracker template available on our website. You can print it out and customise it with your own habits to make tracking even easier. Here's an example of weekly habits you could track and what a tracker could look like. I like to highlight the boxes when I've completed them.

HABIT	Week 1	Week 2	Week 3	Week 4
Morning journaling				
evening unplugging				
gratitude journaling				





HABIT EXAMPLES

DAILY HABITS

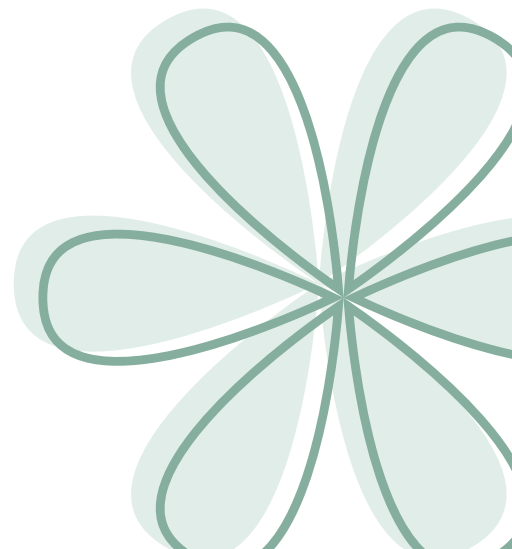
- Morning journaling (e.g., gratitude or reflection)
- Drink 2 litres of water
- Unplug from screens an hour before bedtime
- Practice mindfulness or meditation for 5-10 minutes
- Read for 15-30 minutes
- Stretch or light exercise
- Pack a healthy lunch
- Send one positive email or message to a colleague or friend
- Clean your desk or workspace
- Write a “win of the day” in a notebook

WEEKLY HABITS

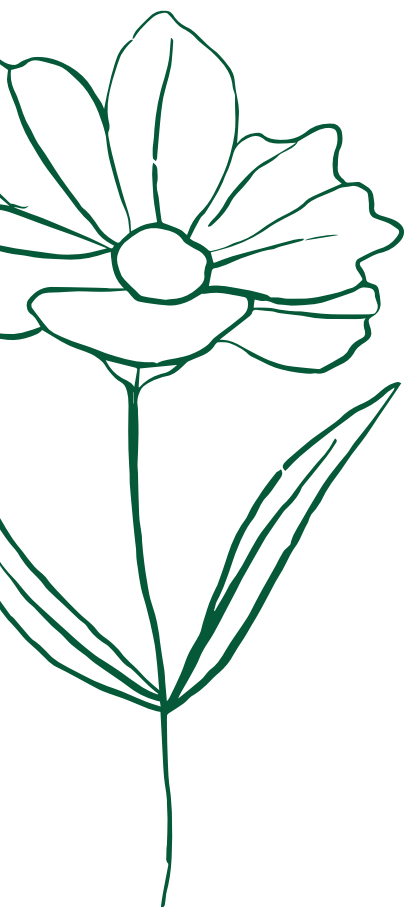
- Plan lessons or activities in advance
- Have a self-care session (e.g., face mask, bath, or quiet time)
- Call or text a family member or friend
- Spend one hour on a hobby
- Do a meal prep session for the week
- Clean and organise a specific area of the house or classroom
- Practise a creative activity like sketching, playing music, or crafting
- Go for a nature walk or exercise outdoors
- Review and adjust your goals or progress
- Declutter emails and sort out priorities

MONTHLY HABITS

- Schedule a fun outing or “date” with yourself
- Review your budget and financial goals
- Update your professional development log or portfolio
- Declutter your classroom or workspace
- Set goals or intentions for the upcoming month
- Host or attend a social gathering
- Reflect on achievements and lessons learned for the month
- Try a new recipe or restaurant
- Engage in a big creative or DIY project
- Attend a local workshop or online class for skill development



**"SUCCESS IS
THE SUM OF
SMALL
EFFORTS,
REPEATED
DAY IN AND
DAY OUT."**



**"EVERY
ACCOMPLISHMENT
STARTS WITH THE
DECISION TO TRY."**



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