

## ABCDE Method Worksheet Template: Principal

**Purpose:** The ABCDE Method Worksheet Template allows principals and evaluators to collaborate on a goal-setting process to guide the principal's growth for the academic year. The ABCDE Method Worksheet Template is an accompanying document to the Goal Setting and Evaluation Form.

### Directions:

1. Using the ABCDE Method Worksheet Template, collaborate with your evaluator (and CSO) to identify **four or two** goals in the areas of Mission and Catholic Identity, Governance and Leadership, Academic Excellence, and Operational Vitality.
  - a. A goal focused on Academic Excellence is required. The Academic Excellence goal must align with the STAGR Process analysis completed at the 25-26 Catholic School Leadership Conference.
  - b. The Principal and their evaluator will determine the remaining goals in the areas of Mission and Catholic Identity, Governance and Leadership, and Operational Vitality based on the school's needs.
2. Each goal should be clear, actionable, and focused on on specific behaviors and outcomes with measurable evaluation methods as well as adaptable to other school initiatives. Use four or two ABCDE Method Worksheet Templates (one for each goal).
3. Once the principal's goals for the school year have been finalized, record them on the Goal Setting and Evaluation Form.
4. At mid-year and end-of-year, review your progress toward goal attainment, outlining the actions taken and the evidence which supports it. Revise goals as needed.

Name of Principal: \_\_\_\_\_ Date: \_\_\_\_\_

System/School: \_\_\_\_\_

## Goal Setting Worksheet Using the ABCDE Method

National Standards and Benchmarks for Effective Catholic Elementary and Secondary Schools

**GOAL 1:** \_\_\_\_\_

Domain	Standard	Benchmark(s)
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**Goal Title** *(Provide a brief title for the goal)*

**Audience:** Who is this goal for? *(e.g., Faculty, Staff, Students, Parents/Guardians, Community)*

**Behavior:** What specific behavior or action is expected? *(Describe the actions you want the audience to engage in, such as attending events, participating in programs, or taking part in activities)*

**Condition:** Under what conditions or circumstances will the behavior occur? *(Describe the resources, support systems, or conditions that need to be in place for the goal to be achieved, such as regular meetings, workshops, or collaboration with other organizations)*

**Degree:** What is the desired level of performance or achievement? *(Provide specific expectations or targets for success. This could be participation rates, engagement levels, or impact outcomes)*

**Evaluation:** How will progress or success be evaluated? *(Describe how you will assess whether the goal has been achieved, such as through attendance tracking, feedback surveys, or observing measurable outcomes like improved participation or service involvement)*

Name of Principal: \_\_\_\_\_ Date: \_\_\_\_\_

System/School: \_\_\_\_\_

## Goal Setting Worksheet Using the ABCDE Method

National Standards and Benchmarks for Effective Catholic Elementary and Secondary Schools

**GOAL 2:** \_\_\_\_\_

Domain	Standard	Benchmark(s)
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**Goal Title** *(Provide a brief title for the goal)*

**Audience:** Who is this goal for? *(e.g., Faculty, Staff, Students, Parents/Guardians, Community)*

**Behavior:** What specific behavior or action is expected? *(Describe the actions you want the audience to engage in, such as attending events, participating in programs, or taking part in activities)*

**Condition:** Under what conditions or circumstances will the behavior occur? *(Describe the resources, support systems, or conditions that need to be in place for the goal to be achieved, such as regular meetings, workshops, or collaboration with other organizations)*

**Degree:** What is the desired level of performance or achievement? *(Provide specific expectations or targets for success. This could be participation rates, engagement levels, or impact outcomes)*

**Evaluation:** How will progress or success be evaluated? *(Describe how you will assess whether the goal has been achieved, such as through attendance tracking, feedback surveys, or observing measurable outcomes like improved participation or service involvement)*

Name of Principal: \_\_\_\_\_ Date: \_\_\_\_\_

System/School: \_\_\_\_\_

## Goal Setting Worksheet Using the ABCDE Method

National Standards and Benchmarks for Effective Catholic Elementary and Secondary Schools

**GOAL 3:** \_\_\_\_\_

Domain	Standard	Benchmark(s)
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**Goal Title** *(Provide a brief title for the goal)*

**Audience:** Who is this goal for? *(e.g., Faculty, Staff, Students, Parents/Guardians, Community)*

**Behavior:** What specific behavior or action is expected? *(Describe the actions you want the audience to engage in, such as attending events, participating in programs, or taking part in activities)*

**Condition:** Under what conditions or circumstances will the behavior occur? *(Describe the resources, support systems, or conditions that need to be in place for the goal to be achieved, such as regular meetings, workshops, or collaboration with other organizations)*

**Degree:** What is the desired level of performance or achievement? *(Provide specific expectations or targets for success. This could be participation rates, engagement levels, or impact outcomes)*

**Evaluation:** How will progress or success be evaluated? *(Describe how you will assess whether the goal has been achieved, such as through attendance tracking, feedback surveys, or observing measurable outcomes like improved participation or service involvement)*

Name of Principal: \_\_\_\_\_ Date: \_\_\_\_\_

System/School: \_\_\_\_\_

## Goal Setting Worksheet Using the ABCDE Method

National Standards and Benchmarks for Effective Catholic Elementary and Secondary Schools

**GOAL 4:** \_\_\_\_\_

Domain	Standard	Benchmark(s)
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**Goal Title** *(Provide a brief title for the goal)*

**Audience:** Who is this goal for? *(e.g., Faculty, Staff, Students, Parents/Guardians, Community)*

**Behavior:** What specific behavior or action is expected? *(Describe the actions you want the audience to engage in, such as attending events, participating in programs, or taking part in activities)*

**Condition:** Under what conditions or circumstances will the behavior occur? *(Describe the resources, support systems, or conditions that need to be in place for the goal to be achieved, such as regular meetings, workshops, or collaboration with other organizations)*

**Degree:** What is the desired level of performance or achievement? *(Provide specific expectations or targets for success. This could be participation rates, engagement levels, or impact outcomes)*

**Evaluation:** How will progress or success be evaluated? *(Describe how you will assess whether the goal has been achieved, such as through attendance tracking, feedback surveys, or observing measurable outcomes like improved participation or service involvement)*

## Simplified Sample Goal Using the ABCDE Method

The ABCDE method is a goal-setting framework that helps structure objectives in a way that focuses on the actions needed, the behavior to achieve those actions, and the expected outcomes. Here's how it works:

- A: Audience - Who is the goal for (e.g., students, teachers, staff)?
- B: Behavior - What specific behavior or action is expected?
- C: Condition - Under what conditions or circumstances will the behavior occur?
- D: Degree - What is the desired level of performance or achievement?
- E: Evaluation - How will progress or success be evaluated?

### GOAL 1: Domain 1: Mission & Catholic Identity

Domain

### Standard 4

Standard

### 4.1 - 4.6

Benchmark(s)

#### **Goal Title** *(Provide a brief title for the goal)*

Strengthening Faith Formation for Faculty and Families

#### **Audience: Who is this goal for?** *(e.g., Faculty, Staff, Students, Parents/Guardians, Community)*

Faculty, Staff, and Parents/Guardians

#### **Behavior: What specific behavior or action is expected?** *(Describe the actions you want the audience to engage in, such as attending events, participating in programs, or taking part in activities)*

- Faculty and staff will attend monthly adult faith formation opportunities
- Parents/guardians will participate in faith formation opportunities to support their role as primary educators of faith
- Faculty, staff, and parents will participate in service projects to reinforce social justice and service to others

#### **Condition: Under what conditions or circumstances will the behavior occur?** *(Describe the resources, support systems, or conditions that need to be in place for the goal to be achieved, such as regular meetings, workshops, or collaboration with other organizations)*

- Monthly sessions will be scheduled and facilitated by the leadership team
- Faith formation opportunities will be offered quarterly and communicated in advance to parents
- Partnerships with Catholic Charities and local parishes will be established to provide support and resources for parents
- Service opportunities will be offered throughout the year, with faculty, staff, and parent involvement encouraged

#### **Degree: What is the desired level of performance or achievement?** *(Provide specific expectations or targets for success. This could be participation rates, engagement levels, or impact outcomes)*

- 100% of faculty and staff will participate in at least 75% of the faith formation opportunities
- 50% of parents will attend at least one faith formation opportunity
- 80% of faculty and staff will participate in service projects

#### **Evaluation: How will progress or success be evaluated?** *(Describe how you will assess whether the goal has been achieved, such as through attendance tracking, feedback surveys, or observing measurable outcomes like improved participation or service involvement)*

- Attendance records for faculty and staff at faith formation opportunities and service projects will be tracked
- Parent participation will be monitored through event sign-in sheets
- Feedback will be collected from faculty, staff, and parents via surveys to assess the impact of the formation programs and their connection to the school's Catholic identity.
- The success of service projects will be evaluated based on the number of participants and their involvement in social justice activities