

# 25 KEY PLANNING QUESTIONS

## Goal Setting

1. What are my long-term goals?

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2. In the next month, I want to be able to ...

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3. In the next three months, I want to be able to ...

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4. In six months, I want to be able to ...

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5. By this time next year, I will ...

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## Policy and Guidelines

6. What are the Teaching with Technology policies and standards of our school?

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7. Who are the specific people I should contact regarding Teaching with Technology guidelines?

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## Resources and Support

8. What support and resources are available?

- Personal training
- Financial aid
- Technology consultants
- Seminars to attend
- Organizational memberships
- Teaching with technology teachers
- Hardware or software
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- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## Hardware and Software

9. What technology tools will I need?

- Laptop
- Classroom computers
- Digital whiteboard
- Digital projector
- Student-response system

- Digital slate
- Digital camera
- Digital video camera
- Flash drive
- Printer
- Scanner
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- \_\_\_\_\_
- \_\_\_\_\_
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10. What is the cost and who will pay?

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11. Is there any manufacturer or distributor training?

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12. When would the items be available for purchase?

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13. Will they help me set up?

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14. What software do I need to get started, and are regular updates available?

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15. What is the cost?

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16. What training is required?

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## Websites

17. Which websites should I be familiar with?

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## Style and Skill

18. Given my teaching style, what should I consider regarding Teaching with Technology?

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19. What Teaching with Technology skills should I develop?

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20. What technical skills do I need to upgrade?

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21. What other self-development should I schedule?

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22. How and when will I develop lesson plans?

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## **Audience**

23. What specific steps should I consider with my student audience?

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24. What specific steps should I consider for my parent audience?

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25. What specific steps should I consider for preparing my school administration?

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