

End-of-Term Reflection & Planning Template

A structured template for genuinely useful end-of-term reflection — not just a mental note, but a document you can return to next term.

Part 1: What Actually Happened This Term

What did I set out to achieve this term?

What actually happened — be specific, not just "it went well/badly":

Part 2: Learner Progress

Which learners made progress that surprised me, and why?

Which learners need specific follow-up next term?

What pattern of difficulty came up repeatedly across the class?

Part 3: Teaching Practice

One activity or lesson that worked better than expected:

One activity or approach I should retire or rework:

One thing I'd do differently if I taught this same course again:

Part 4: Planning Ahead

Top priority for next term:

One new technique or resource I want to try:

What do I need to rest from, or protect my energy around, going into next term?

A Reminder

This reflection is most useful if you actually return to it at the start of next term — set a calendar reminder to reread it before your first lesson back.