



Working Smarter Not Harder

School: _____

Date: ____/____/____

- **PART 1:** List all the committees and initiatives that are currently on your campus and complete the requested information in the corresponding columns
- **PART 2:** Based on your results, what committees can we: (a) eliminate? (b) combine? (c) provide increased follow-up support? How can we infuse Problem Solving across our committees? Write your results on the back page of this activity.
- **PART 3:** Determine your next steps – Strategic Planning Later

Meetings	Purpose What is the goal in this meeting?	Facilitator	Target Group- Who is involved?	Frequency of Meetings	Relation to School Improvement Goals (1=low, 3=high)	Effectiveness of work conducted in committees (1=low, 3=high)
					1 2 3	1 2 3
					1 2 3	1 2 3
					1 2 3	1 2 3
					1 2 3	1 2 3
					1 2 3	1 2 3
					1 2 3	1 2 3



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Recommendations:

1. What committees/work groups can we **eliminate**?
2. What committees/work groups can we **combine**?
3. What committees/work groups need to be **supported** for improved outcomes and sustained functioning?
4. What would an organizational chart that shows the relationship between each of our recommended committees/work groups look like?



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5. What needs to be done next to act on the above recommendations?

Anticipate barriers and brainstorm strategies for reducing or eliminating the identified barriers:

<u>ANTICIPATED BARRIERS</u>	<u>STRATEGIES</u>



Develop an action plan:

<u>ACTION STEPS</u>	<u>RESPONSIBILITY</u>	<u>LOGISTICS</u>	<u>TIMELINE</u>	<u>FOLLOW-UP</u>