

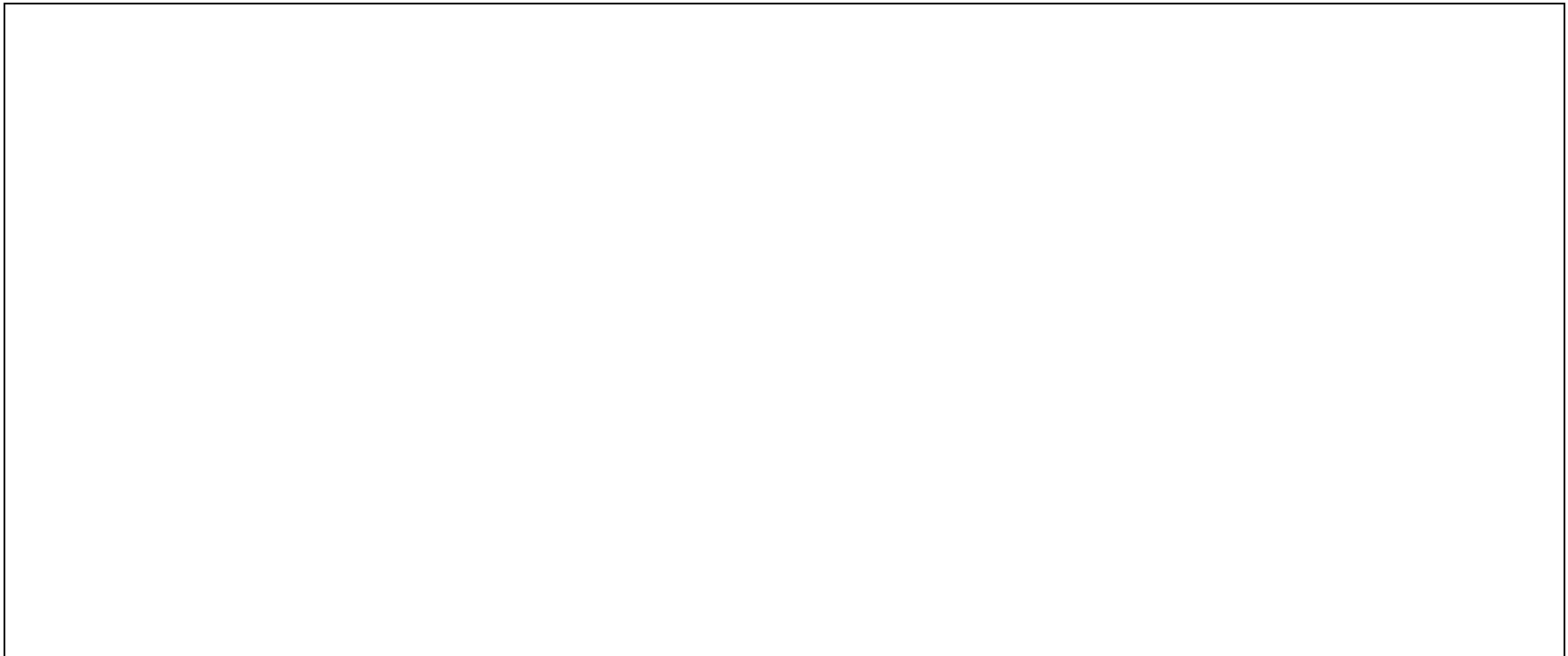
Committee/Team – Working Smarter (*Not Harder*) Exercise

Committee/ Team/ Work Group	Purpose: <i>Why was this group formed and why does it meet?</i>	Expected Outcome: <i>What kind and level of change, improvement, etc. is expected?</i>	Target Audience: <i>Who is expected to benefit from the efforts of this group?</i>	Schedule: <i>How often, when, and how long does this group meet?</i>	Membership: <i>Who is on this committee or group?</i>	Relation to School Mission & School Improvement Plan: <i>How do the efforts of this group relate to the short- and long-term priorities of the school or district?</i> Circle your rating 1 = low, 5 = high	Priority: <i>how important is this group to the school?</i> Circle your rating 1 = low, 5 = high
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From: Committee/Group Self-Assessment & Action Planning (Working Smarter Matrix), George Sugai 2010

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 the communication loops (that show the relationships) between each of our recommended committees/work groups look like?

A large empty rectangular box with a thin black border, intended for drawing communication loops between committees or work groups.

Action Plan

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

What	Who	How	By When	Other