Working Smarter (*Not Harder*) Exercise

Committee/ Team/ Work Group	Purpose: *Why was this group formed and why does it meet?*	Expected Outcome: *What kind and level of change, improvement, etc. is expected?*	Target Audience: *Who is expected to benefit from the efforts of this group?*	Schedule: *How often, when, and how long does this group meet?*	Membership: *Who is on this committee or group?*	Relation to School Mission & School Improvement Plan: *How do the efforts of this group relate to the short- and long term priorities of the school or district?* **Circle your rating 1 = low, 5 = high**	Priority: *how important is this group to the school?* **Circle your rating 1 = low, 5 = high**
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						1 2 3 4 5	1 2 3 4 5
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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?

Action Plan

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

What	Who	How	By When	Other