

Team Planning Guide

Team

Year

Team Members

Meeting Time

Team Norms

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Team Goal

By _____, we will see _____ as measured by _____, as a result of _____

☐ Specific
☐ Measurable
☐ Attainable
☐ Results-Oriented
☐ Time-Bound

Why?

Current Reality

Possible Strategies

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Date

Description

Next Steps

Sept.

Sept.
Team Goal Review

Complete questions with Admin

How did you arrive at your goal?
 How will you know if you've achieved your goal? What impact will it have?
 What challenges do you anticipate in accomplishing your goal?
 How can leadership support you in achieving your goal?

Sept.

Sept.
Collaborative Team Meeting

Collaborative Team Meeting Focus -

Team Tasks

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Oct.

Oct.

Oct.

Oct.
Collaborative Team Meeting

Collaborative Team Meeting Focus -

Team Tasks

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Nov.

Nov.

Nov.

Nov.
Collaborative Team Meeting

Collaborative Team Meeting Focus -

Team Tasks

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Dec.

Dec.		
Dec.		
Jan.		
Jan.		
Jan. Collaborative Team Meeting	Collaborative Team Meeting Focus -	Team Tasks •
Jan. Team Goal Review <i>Complete questions with Admin</i>	What have you accomplished in relation to your goal? What are your next steps to take to accomplish your goal? What have you learned in relation to working effectively as a team? How can leadership support you in achieving your goal?	
Feb.		
Feb.		
Feb.		
Feb. Collaborative Team Meeting	Collaborative Team Meeting Focus -	Team Tasks •
Mar.		
Mar.		
Mar.		
Mar. Collaborative Team Meeting	Collaborative Team Meeting Focus -	Team Tasks •
Apr.		
Apr.		
Apr.		
Apr. Collaborative Team Meeting	Collaborative Team Meeting Focus -	Team Tasks •
May		
May		
May		
May Collaborative Team Meeting	Collaborative Team Meeting Focus -	Team Tasks •
June	What did you accomplish in relation to your goal? What did you learn this year in relation to your goal? How did your goal impact student learning? What evidence do you have?	

June		
June Collaborative Team Meeting	Collaborative Team Meeting Focus - Transitions	Team Tasks •
June		