Goal Focus Worksheet
Potential Strategies for Improving Goal Focus

Please review each point below and indicate the status of these strategies.

	Potential Strategies	**Yes Date**	**In Process**	**Not Yet**
1.	**Reviewed and revised the vision and mission of school** **Date of latest revision:**			
2.	**Involved staff in establishment of goals** **a. Leadership Team(s) _____** **b. Whole staff - Briefly describe the process.**			
3	**Incorporated Leadership Belief # 1 into our school culture in order to create a common language, to clearly communicate our "true north," and to establish what constitutes quality decisions.** **a. Our leader has made a verbal commitment . . . .** **b. Our leader has signed a commitment form . . . .** **c. Leadership team members signed commitment forms . . . .** **d. Monitored by Process Observer during meetings . . . .**			
4.	**Goals are visible:** **a. Displayed in key areas such as meeting rooms. . . . .** **b. Highlighted in newsletters . . . .** **c. Posted in Faculty Handbook, web-site, and other multi-media . . . . .**			

	Potential Strategies	Yes	In Process	Not Yet
5.	**Use Goals Agenda Template for meetings** a. Leadership team meetings . . . . b. Faculty meeting			
6.	**Use two Leadership teams:** a. Instructional Focus Team for academic issues only . . . . b. Operational Focus Team or Faculty Advisory Council to address and resolve operational issues.			
7.	**Leadership teams meet on a regular basis** a. Agendas distributed 24 hours prior to meetings . . . . b. Post and monitor ground rules . . . . c. Use Process Observers to ensure quality of decisions . . . . d. Group norms established to guide behavior outside of meetings. . . . e. Minutes are distributed to all members within 48 hours			
8.	**Input for meeting agenda solicited from faculty. . . . .**			
9.	**Use "Status of Our Goals" to solicit candid feedback from staff and record responses by percentage** a. As goals are finalized . . . . b. At midyear . . . . c. At end of the year			
10.	**Celebrate gains towards campus goals by:** a. _____ b. _____ c. _____			