What Is Our Team Monitoring?

One of the first steps that effective learning teams take is systematically focusing their time and attention on the work that matters most. To help your team bring focus to your work, complete the following chart. In the first column, list every program, initiative action, school requirement, or team decision that is consuming your team's time and attention. Then, work through the subsequent columns to identify important projects and to prioritize your efforts.

Monitored Initiative	Category That Initiative Addresses	Time Required to Implement Initiative	Priority Placed on Initiative
Include every program, initiative action, school requirement, or team decision that is consuming your time and attention.	*Effective learning teams focus time and energy on the tasks listed below. Which task does this monitored initiative address?*	*Effective learning teams must honestly assess the time demands that each initiative places on their collective work. How would you describe the amount of time necessary to make this project work?*	*Effective learning teams make systematic decisions about each project that they pursue based on its connection to student learning, its alignment with the building's mission and vision, and school district mandates. Considering each of these factors, how would you prioritize this initiative?*
	☐ Identifying essential curriculum: deciding what students should learn ☐ Developing common assessments: measuring what students should learn ☐ Monitoring student learning data: evaluating what students have learned ☐ Providing remediation and/or enrichment: ensuring that every child learns ☐ This project doesn't clearly meet any of the above goals.	☐ Extensive amounts of time ☐ Moderate amounts of time ☐ Small amounts of time	☐ This task should be at the center of our attention. ☐ This task demands attention, but it isn't our first priority. ☐ This task should be set aside for now. ☐ This task should be eliminated or ignored.

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