

Assessment Tool for Simplifying Focus and Actions in Daily Practice

Directions: Use the following five-point scale to self-assess your focus on priorities.

1. I am totally distracted from this priority and recognize I have not created a simplistic way for others to understand this focus.
2. I struggle some days with staying focused on this and believe others are not always sure this is a focus.
3. I speak about this priority often and have set up structures and systems that help others understand this work; however, my daily actions are not always aligned with this priority.
4. I believe most days my actions and messages represent the simplicity of what I want to accomplish at this school. However, there are times I do allow distractors to get in the way.
5. I am strongly aligning all of my actions and messages so it is simple for others to understand this is a priority.

Priorities	Score and reflection	What actions can I take to increase my focus and simplify the direction if necessary?
Priority one	I give myself a score of _____ because	
Priority two	I give myself a score of _____ because	
Priority three	I give myself a score of _____ because	

Source: Spiller, J., & Power, K. (2019). Leading with intention: Eight areas for reflection and planning in your PLC at Work. Bloomington, IN: Solution Tree Press.