

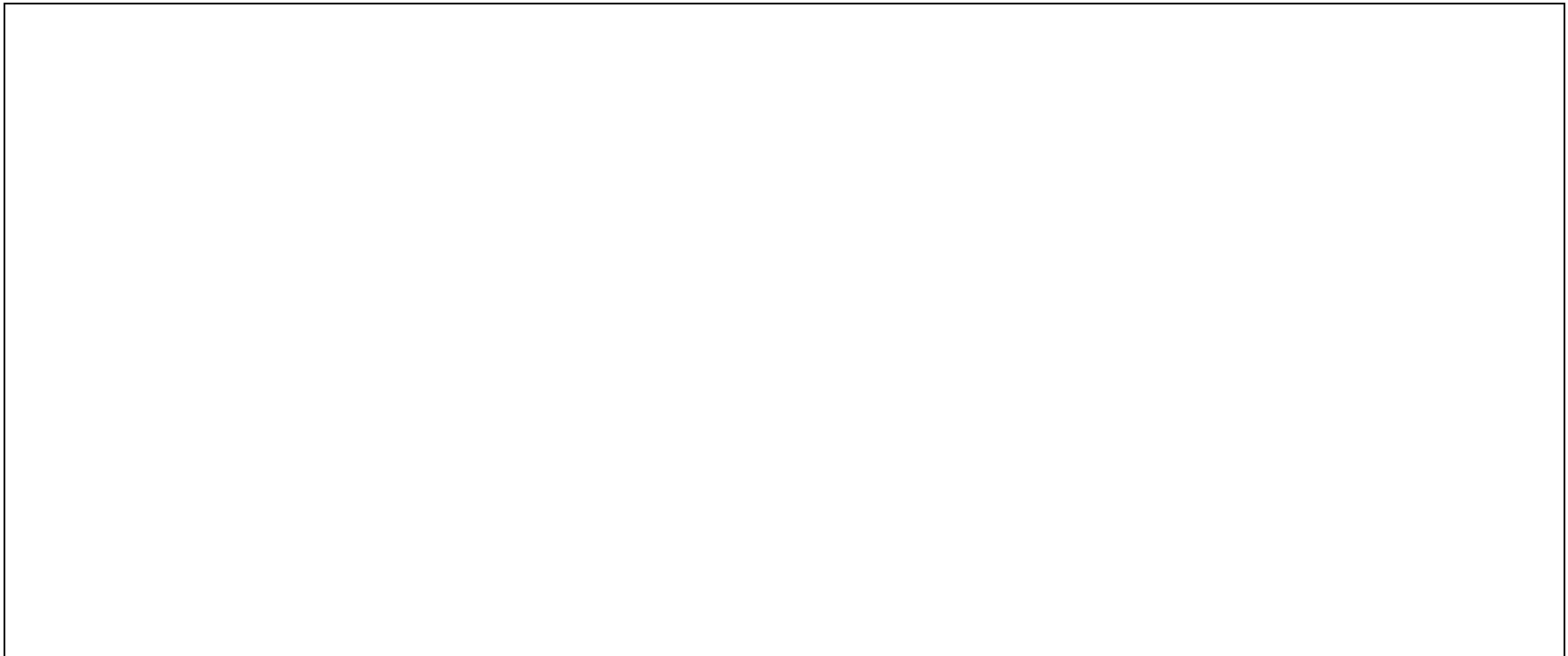
### Committee/Team – Working Smarter (*Not Harder*) Exercise

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

A large, empty rectangular box with a thin black border, intended for drawing communication loops between the recommended committees or work groups.

### Action Plan

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

What	Who	How	By When	Other