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

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

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**Action Plan**

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

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| **What** | **Who** | **How** | **By When** | **Other** |
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