**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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