

A Start-of-Year Leadership Planning Tool

The day-to-day demands of school leadership will always be loud. Use this quick reflection with your leadership team to step back, see the larger landscape, and decide what you will protect before the year gets busy.

1. INSTRUCTIONAL VISION

What should effective teaching and learning look like in our school?

What are the 2-3 things we want to be consistently true about teaching and learning this year?

Our most important instructional focus is:

2. CLASSROOM PRESENCE

You can't lead instruction from a distance.

When and how will leaders consistently spend meaningful time where teaching and learning are happening?

Our classroom presence commitment is:

3. COLLABORATIVE PLANNING

Great instruction rarely happens in isolation.

What collaborative time must we protect, and what should educators accomplish during that time?

The time and purpose we will protect are:

4. RELATIONSHIPS

Build trust before you need it.

What will we intentionally do during the first 30 days to build connection, trust, and a sense of shared purpose?

One relationship-building commitment we are making is:

5. DATA

Look at the data before you need to problem-solve.

What information should we review now to identify patterns, anticipate needs, and act early?

The data we need to review first are:

GET ABOVE THE TREES

If we could accomplish only THREE things in the first 30 days that would meaningfully move our school forward, they would be:

1. _____

2. _____

3. _____

A 5-Minute Weekly Leadership Check

Before another week gets away from you, take five minutes to look beyond what's urgent and reconnect with what's important.

☐ VISION

Did my leadership this week reinforce what great teaching and learning should look like in our school?

☐ CLASSROOMS

Did I spend meaningful time where teaching and learning are happening?

☐ COLLABORATION

Did we protect educators' time to plan, learn, and solve problems together?

☐ RELATIONSHIPS

Did I intentionally connect with, listen to, recognize, or support members of our school community?

☐ DATA

Did I look at information that can help us anticipate a need - not just respond to one?

BEFORE NEXT WEEK...

One thing I need to get above the trees and pay attention to:

One thing taking my time that I can stop, delegate, or simplify:

One leadership priority I will protect next week:

THE WEEKLY QUESTION

Are the things taking up our time actually moving us toward the school we want to become?

Use this tool individually or as a standing five-minute check-in with your leadership team.