

Principal reflection chart for reviving problematic groups

Use this tool to reflect upon and prioritize actions to better support and/or revitalize staff groups.

1. Identify a team that particularly needs your attention.
2. For each category of *principal actions*, use the following scale to reflect on the *current status* of the identified team.
 - ✓ = Area of strength. Already implemented.
 - ? = Needs more attention but work is under way.
 - ★ = High priority. Not yet implemented.
3. For items marked with a ? or ★, write down specific *notes and next steps*.

TEAM NAME: _____

PRINCIPAL ACTIONS TO SUPPORT CHANGE	CURRENT STATUS	NOTES AND NEXT STEPS
Create and prioritize time for the team that directly focuses on identifying and addressing common student instructional needs.		
Protect the team's focus by removing or reducing collaborative tasks/activities that might derail new routines and productive work.		
Assist the team to establish and publish meeting guidelines.		
Mentor the team leader to plan agendas and productively facilitate meetings.		
Monitor your own behavior when joining team meetings so as to not raise other administrative topics or issues that might distract the team from their agenda and work.		
Work directly with individual team members where extra strategic attention is needed.		
Celebrate successes within the larger staff and school community to reinforce the new productive patterns and routines.		

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