

Running a daily self-check

Purpose	In the rush of the morning, leaders often forget that the principals may be the most observed person at the school. What principals say, the mood they are in, and the attitude they exhibit toward others affect how everyone else experiences the day. Conducting a short self-assessment each morning reminds leaders to pause and determine how they want others to see them.
Recommended time	5 minutes
Materials	Tool 1.1 <ul style="list-style-type: none"> • Sample Checklist, page 3
Process	<ol style="list-style-type: none"> 1. Use the questions on the Sample Checklist, page 3, to support a mental check in — a pause — as you reflect on the person you want to be each day. 2. Keep the small checklist on the computer desktop or print it and place near a mirror. 3. Respond verbally or in writing and keep a record to support reflection over time. 4. Choose the focus of your concentration each day.

Running a self-check, continued

Sample Checklist

Question	Responses	Essential shifts
This morning, what is the single thing you are looking forward to doing that will most advance learning throughout the school?		
What mood are you in? (Excited? Pensive? Joyful? Angry? Frustrated? Stressed? Hopeful?) How will that mood contribute to your success?		
What mood do you seek in order to have a learning day? What will it take for you to move to that particular emotional place?		
Look in the mirror: <ul style="list-style-type: none"> • What do you observe about your face this morning? Your posture? Your choice of clothing? • What will others see as you walk into the building? As you greet students entering the building? • How would you describe your energy level? Will others notice? 		
What internal conversations are you having with yourself? Do any of these thoughts tend to be negative about yourself, about the staff, and students? In what ways do you seek a different view or perspective to support a productive, collaborative day with staff and students?		
Make a commitment to yourself about how you will enter the building this morning and how you will greet students and staff. Make notes about what happens next.		