

How to Juggle It All, Discovering What's Wildly Important  
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Book- Seven Habits of Highly Effective People, Stephen R. Covey

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Personal Big Rocks:

- Relationships: Friends and Family
- Health: Sleep, Eating, Exercise
- **Work/Professional (We will focus on only this one below)**
- Pleasure and Recreation
- Service/Community/Church
- Urgent and Important Activities
- Not Urgent but Important Activities

Professional Big Rocks

Leadership

- Leadership team meetings are on the calendar for the year
- Norms have been developed and meetings are focused and efficient
- New leadership team members have received foundational RTI training

Curriculum

- School curriculum aligns with state standards
- Research-based core program in place and used with fidelity in all classrooms
- Intervention plan is written and all educators know which research-based programs are available for teaching specific skills

Instruction

- School curriculum aligns with state standards
- Research-based core program in place and used with fidelity in all classrooms
- Intervention plan is written and all educators know which research-based programs are available for teaching specific skills

Assessment

- Benchmark screening dates are on the school calendar
- Fall Benchmark has been completed and teachers received their data back quickly
- Teachers are using this data to make instructional decisions
- Multiple measures have been identified to monitor all students progress between now and January
- Progress monitoring assessments are scheduled (weekly, bi-weekly, monthly) for all strategic and intensive kiddo's
  - It has been identified who will do them and when they will be administered
- Teachers are using this data to make instructional decisions

Data-based Decision Making

- Grade level meetings are scheduled and take place regularly
- Instruction for groups of students are discussed based on assessment data
- Individual students are scheduled to be talked about on a rotating basis and conversations are based on progress monitoring and other assessment data

#### Professional Development

- PIR days and early release days are used to offer additional support in the areas that are needed for effective implementation-support is DIFFERENTIATED for staff needs
- Book or journal studies are in place for staff to be doing job embedded professional development
- A “coaching” role has been identified for one or more staff members to provide support within the classroom

#### Community and Family Involvement

- Families understand the instructional and assessment practices taking place at school and are given ideas for offering support at home
- Families are given the opportunity to give input in decision making processes
- Community and family volunteers receive training on RTI processes
- The community is aware of the schools new shift of thinking to provide targeted to support to all students academically and social emotionally and are supportive
  - Local librarians having materials available at students independent reading level
  - Programs for helping non-literate parents learn to read alongside their child
  - Store clerks offering incentives for seeing “random acts of kindness”

#### Fidelity

- Fidelity checks have been developed and regular walk-through’s are taking place to ensure instruction is being delivered as intended (core and interventions)
- Teachers helped decide what the instruction is comprised of and understand what the expectation is for walk-through procedures
- Fidelity checks are done on the assessment procedures
- Fidelity measures for the overall RTI processes are in place and evaluated by the RTI Leadership Team during scheduled intervals

Staying on task is essential to success, but if daily endeavor isn’t linked to what’s wildly important, employees will neither succeed professionally nor be fulfilled personally.

What are your school's top priorities?

1. Can your staff identify your top priorities?
2. Does your staff have ownership of the goal?
3. What percentage of your day is spent working on the goal?
4. Do they know how to achieve the goal?
5. Is the goal attainable and measurable?

Notes: