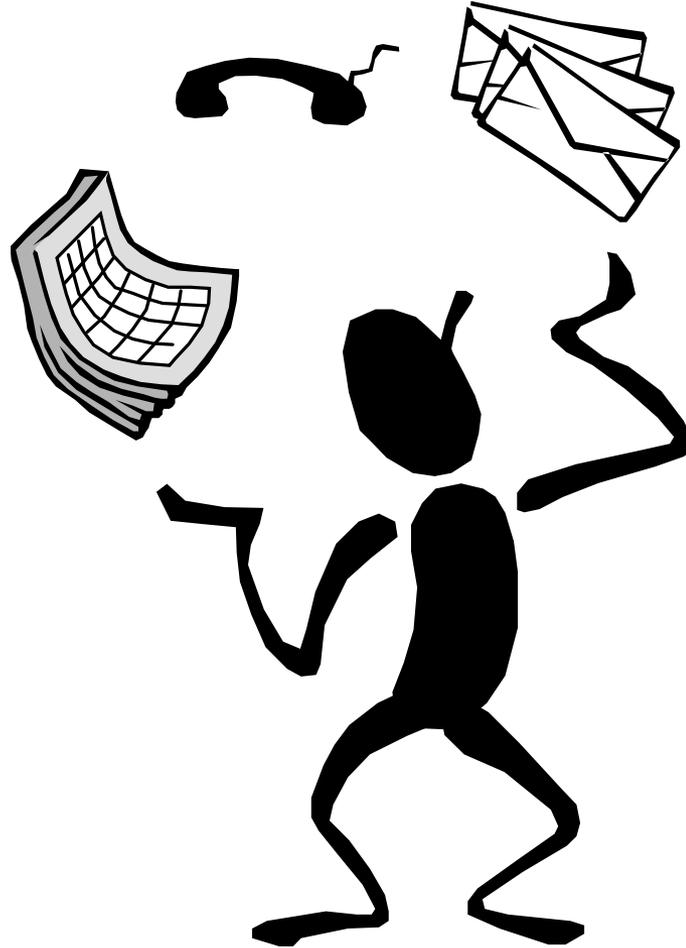


How to Juggle it All?



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OVER 15 MILLION SOLD

THE 7 HABITS OF HIGHLY EFFECTIVE PEOPLE

Powerful Lessons
in Personal Change

With a New
Foreword and
Afterword
by the Author

"A wonderful book that could change your life."
—Tom Peters, bestselling author of *In Search of Excellence*

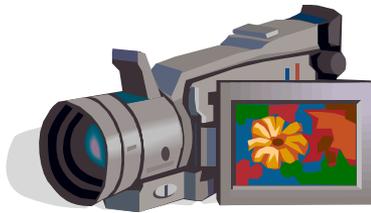
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Goals



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The Stephen Covey community is an Internet-based community where individuals from around the world are coming together to achieve personal greatness through four areas: learning, goal setting and tracking, making friends and global support networks, and online journal writing.

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How do you prioritize?

Plan Daily



Plan Weekly



Set Goals



Identify Values



The significant problems we face
cannot be solved at the same
level of thinking we were at when
we created them.

Albert Einstein



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Big Rocks

First Things First



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Personal-Big Rocks

-  Relationships: Friends and Family
-  Health: Sleep, Eating, Exercise
-  Work
-  Pleasure and Recreation
-  Service/Community/Church
-  Urgent and Important Activities
-  Not Urgent but Important Activities





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

- Everyone has received training on the programs they are teaching and know what is expected of them
- Educators are engaging all students through effective instruction
- A schedule is in place for the reading/math blocks
- Intervention groups are planned and scheduled
- Everyone has received training on the programs they are teaching and know what is expected of them
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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





Assessment

- 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





Parent and Community 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





Parent and Community Involvement

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

- 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



Pebbles

- E-mails
- Phone Calls
- Mail
- Internet Surfing
- Facebook
- Unplanned Conversations

NOT VITAL!



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Water/Coffee/Other Favorite Beverages

- Take care of yourself
- Find things that you enjoy that can make you happy throughout your day!



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.



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Overall School Goals

Everyone genuinely participates in setting goals

that are:

- Clear
- Written down
- Tied to specific measures of performance
- Have deadlines



Individual Work Goals

I genuinely participate in setting my individual work goals and they are...

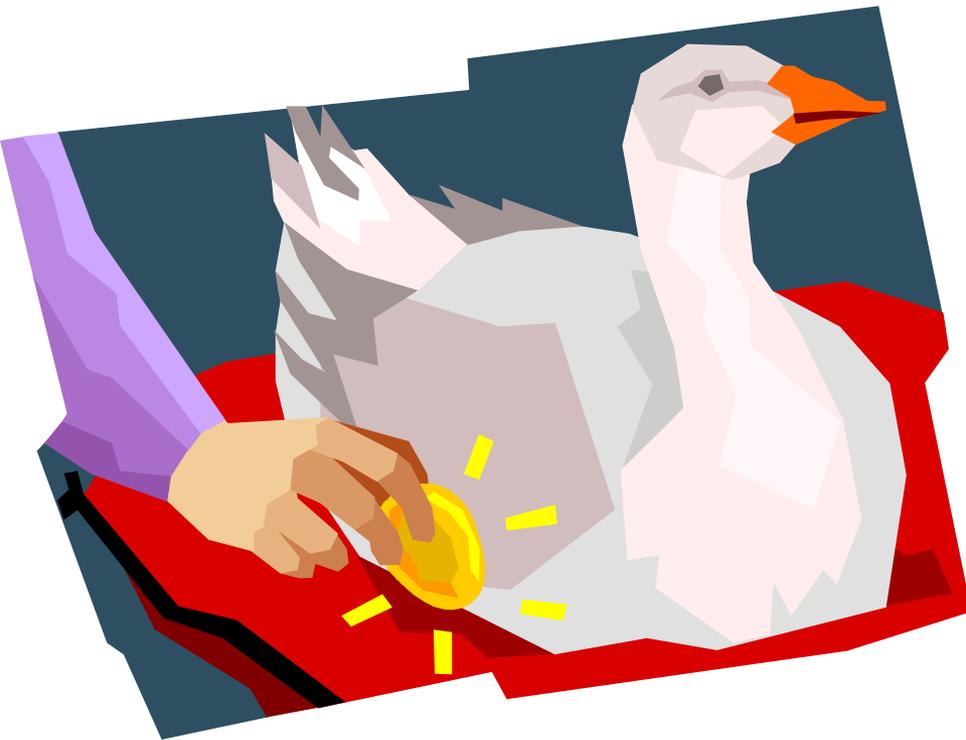
- clear
- written down
- tied to specific measures of performance
- have deadlines



Time Management Matrix

| | Urgent | Not Urgent |
|---------------|--|--|
| Important | <p>I Activities:</p> <ul style="list-style-type: none"> -Crisis -Pressing Problems -Deadline-driven projects | <p>II Activities:</p> <ul style="list-style-type: none"> -Prevention, PC Activities -Relationship building -Recognizing new opportunities -Planning, recreation |
| Not Important | <p>III Activities: (some)</p> <ul style="list-style-type: none"> -Interruptions -e-mail -phone calls -reports -meetings -popular activities | <p>IV Activities:</p> <ul style="list-style-type: none"> -Trivial, busy work -Some mail -Time wasters -Pleasant Activities |

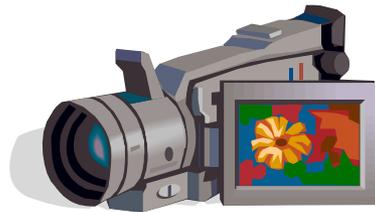
P/PC Balance



P = Production of
Desired Results-eggs

PC = Production
Capability, the asset
that produces the
golden eggs-goose.

It's Not Just Important, it's Wildly Important



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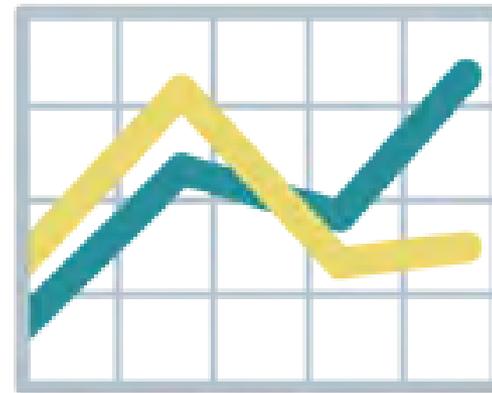


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WIGs

Wildly Important Goals



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What are Your Goals?

Does your staff know what the goals are?



What is your top priority?

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?



Problems are opportunities dressed in overalls.



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Websites

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Essential Components Jigsaw



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