

Set Your Team Up to Perform

Built to hit your goals

A Pre-Year Checklist for Superintendents & Principals

Your team is in place and capable. What decides the year is whether that capability turns into delivery. Two things drive that: a plan the team can execute, and a real understanding of how each person works. Often, this is a missing layer. Read through both lists. Where you find gaps is where the year is most likely to slip.

Section 1 • The Plan: is it built to execute?

This is where plans usually thin out.

- ☐ Have this year's goals been set, by the board, by you, and with your team, and are they clear and actionable?
- ☐ Have you set a metric for every goal and each of its subtasks, with a set schedule to check progress, not just at year-end?
- ☐ Have you broken each goal past the task level into the specific action steps and the exact how, so it is clear not only what to do but precisely how it gets done?
- ☐ Have you considered how you will manage adaptive goals and tasks as the year progresses?
- ☐ Do you define what "done" and "success" look like for each goal and task?
- ☐ Have you delegated every goal to a single, named owner, not a committee, with a clear picture of who owns what?
- ☐ Can each person say why their work matters and how it connects to the district's goals?
- ☐ Is there a standing check-in built into your team meetings to review progress against those metrics, and adjust adaptive tasks, together?

Section 2 • The People: setting each team member up to deliver

This is where the real gap usually sits.

- ☐ Have you assessed each person's strengths and gaps, and really looked at how they actually function day to day: getting started, prioritizing, following through, adjusting when something changes?
- ☐ Have you assessed how each person needs to receive information, and how they process it, so they can act on it?
- ☐ Have you discussed with each person what accountability looks like for them?
- ☐ Have you created a plan for status and goal updates, for you and across the team?
- ☐ Have you created a clear process for your team members: how and when to ask for help, and who to go to?
- ☐ Does your meeting agenda hold each person accountable for their piece: their goals, their status, and their next steps?
- ☐ Have you identified your own strengths and gaps, so you build a team that covers what you do not do best?

The first list is the visible work, metrics, ownership, check-ins, and you have likely built much of it already. The real leverage sits in the second list: how each person, including you, takes in information, processes it, and functions day to day. That layer decides whether a capable team and a strong plan actually hit the goals. It is the part almost no one maps. It is the part I build.

What to expect

This is the work that goes deeper than a plan usually does, and what you walk away with.

What I do

- ▶ Assess how each person takes in information, processes it, and functions day to day, the layer most teams never map.
- ▶ Look closely at each goal and task and break them into concrete, actionable steps, so the exact *how* is clear.
- ▶ Set up how information flows and how you run your people as a team, so each person gets what they need and the group moves together.
- ▶ Observe how your team plans, decides, and follows through.
- ▶ Coach and build those skills where they need to be built.

What you get

- ▶ A **Leader's Team Execution Map**: your cheat sheet for how to deliver information to, and get the best from, each person on your team.
- ▶ An **Accountability Meeting Checklist** that keeps every meeting tied to roles, goals, and next steps.
- ▶ A **self-assessment** each team member completes, giving you a clear read on how each one works.
- ▶ A **customized step-by-step plan** for each goal, from the target to the concrete actions that get you there.

You walk into the year knowing how to get the best out of every person on your team, and knowing the structure to hit your goals is already in place. Given everything already on your plate, I make this efficient: clear, streamlined, and built to hold up under pressure, with an unbiased outside partner alongside you every step of the way.

If you're seeing gaps, that is where I come in. Let's talk before the year starts.

Understanding Changes Everything.

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