

“Things which matter MOST must never be at the mercy of things which matter LEAST.” Goethe

“The song that I came to sing remains unsung.
I have spent my days in stringing and unstringing my instrument.
Rabindranath Tagore

7. Six Step Process for your personal weekly Board of Director’s Meeting:

- A. Connect to Mission: What is my purpose?
- B. Review Roles: What are my key personal and professional roles?
- C. Identify Goals: What are my Big Rocks for each of my key personal and professional roles?
- D. Organize Weekly: Schedule the Big Rocks in my weekly calendar.
- E. Exercise Integrity in the Moment of Choice: Choosing between two Big Rocks when they occur at the same time.
- F. Evaluate: Review last week at my next Board of Director’s Meeting.

8. My Turn

A. Personal

- (1) Identify a key personal role:
- (2) What goal (Big Rock) do you have for that role for next week?
- (3) Schedule it in your weekly calendar.

B. Professional

- (1) Identify a key professional role:
- (2) What goal (Big Rock) do you have for that role for next week?
- (3) Schedule it in your weekly calendar.

Practicing Kaizen: Continual Improvement

What are my take-aways from this session?

Top 20 Curriculum: Top 20 K-6 Smart Board Curriculum
Top 20 TLC -- Grades 3-6 Curriculum
Top 20 Teens -- Grades 7-12 Curriculum

Top 20 Books: *Top 20 Teens: The Best-kept Thinking, Learning and Communicating Secrets of Successful Teenagers*
Top 20 Teachers: The Revolution in American Education
Top 20 Parents: Raising Happy, Responsible and Emotionally Healthy Children
Why Students Disengage in American Schools and What We Can Do about It
Rebalanced Thinking, Rebalanced Living: Developing Your Inner Life through Social-Emotional Learning

To order books or materials go to the Top 20 Store on the Top 20 website: www.top20training.com.