

# Your 100-Day Principal Plan

## 100-DAY GOAL #1

Specific | Measurable | Achievable | Realistic | Time-based

<b>Sample Goal</b>	Have 30-minute one-on-one meetings with each faculty member of your school.
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## 100-DAY GOAL #1 STRATEGY

State the Strategy				
Schedule meetings with each staff member to start building relationships.				
Action	What is the step?	Who is responsible?	When is it due?	How do we know?
<b>1st Action Step</b>	Schedule the dates for each person in 30-minute increments.	Principal	Within the first 30 days in the building	I have a spreadsheet that lists all staff members and one meeting in my calendar for each member.
<b>2nd Action Step</b>	Develop a few questions you want to ask everyone, e.g. three things I want everyone's thoughts on.	Principal	First 5 days	I have my three main questions prepared.
<b>3rd Action Step</b>	What are three things you want them to know about you... humanize yourself!	Principal	First 5 days	I have three things prepared that I want faculty to know about me.
<b>4th Action Step</b>	Conduct the meetings and ensure that no meeting lasts longer than 30 minutes.	Principal	First 30 days	All employees have had my undivided attention for 30 minutes.
<b>How will you know when you see progress? What changes will you observe?</b>		Progress is slow in building relationships, but continuing to humanize yourself while also acknowledging things faculty share about family and life is important to share throughout the year. The more we work on building community, the quicker we will be able to help all students because they will follow your lead with students.		

## 100-DAY GOAL #2

Specific | Measurable | Achievable | Realistic | Time-based

<b>Sample Goal</b>	Develop Non-Negotiables, (We Believe) for the school. This is a small leadership team activity that will be shared with the faculty for final input.
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## 100-DAY GOAL #2 STRATEGY

<b>State the Strategy</b>				
<b>Action</b>	What is the step?	Who is responsible?	When is it due?	How do we know?
<b>1st Action Step</b>	Develop the leadership team. If there is an assistant principal or principals, use them to help develop.	Principals	First 30 days	Team is established.
<b>2nd Action Step</b>	Develop a list of non-negotiables for the school. Get everyone's voice in this part. Try and condense some to have the final list manageable.	Leadership Team	First 60 days	There is a tight list that is shareable with the faculty.
<b>3rd Action Step</b>	Set up a full faculty meeting to discuss what the leadership team developed and get their input for any additional pieces or edits.	Leadership Team	First 80 days	There will be a meeting that is on the calendar and everyone is present.
<b>4th Action Step</b>	Leadership takes faculty suggestions and makes final non-negotiable list.	Leadership Team	First 90 days	Final list is made.
<b>How will you know when you see progress? What changes will you observe?</b>		This will be the vision for the year. Relationships are the bedrock, then who are we, what do we want to be, and what must be in place in order to accomplish our vision. This creates a synergy of everyone pulling in the same direction.		

## 100-DAY GOAL #3

Specific | Measurable | Achievable | Realistic | Time-based

<b>Sample Goal</b>	Create a master schedule for the school year, allowing for the maximum amount of uninterrupted instructional time.
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## 100-DAY GOAL #3 STRATEGY

<b>State the Strategy</b>				
<b>Action</b>	What is the step?	Who is responsible?	When is it due?	How do we know?
<b>1st Action Step</b>	The school should have a schedule in place. Look at it and if there are tweaks that can be made, make the adjustments.	Leadership Team	Prior to the 1st Day of School	As school begins, seeing it in action will be evidence.
<b>2nd Action Step</b>	Monitor the schedule after the first 30 days of school.	Leadership Team	First 30 days	Meeting scheduled and help to discuss edits to master schedule.
<b>3rd Action Step</b>	Continue meetings about the master schedule each quarter for the first year. Make the schedule work for your students, not the other way around.	Leadership Team/ Faculty suggestions	First year	Meetings scheduled for remainder of year, with a stated agenda to discuss master calendar.
<b>How will you know when you see progress? What changes will you observe?</b>		It is not wise to come in and make wholesale changes in the first year, especially in a schedule. By meeting to discuss the schedule early and often, we can assure we are getting the most out of every minute. We can also adjust to find times to do remediation and reteaching if necessary. After the year is over, there will be great evidence to show areas that can be better, and we can make those adjustments for year two.		

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Record the data that helped you focus on this goal.					
Benchmarks	Days 1-20	Days 21-40	Days 41-60	Days 61-80	Days 81-100
What will you measure?					
How will you measure?					

## 100-DAY GOAL #1 STRATEGY

State the Strategy				
Action	What is the step?	Who is responsible?	When is it due?	How do we know?
1st Action Step				
2nd Action Step				
3rd Action Step				
4th Action Step				
How will you know when you see progress? What changes will you observe?				